

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

11. Enter a Purchase Order

- | | | |
|-------------|-----------------------------------|---|
| 11.1 | Introduction | This procedure describes the process to enter purchase order data in CSPS. A purchase order is the Government's offer to a vendor that, if accepted, binds the vendor to perform in accordance with the terms and conditions of the order. The purchase order data is entered via the CSPS Purchase Order Screen (FM041). |
| 11.2 | Who Performs the Procedure | Buyers will primarily be responsible for entering purchase order information. |
| 11.3 | Initiating the Process | Entering the purchase order data begins when the buyer is ready to make an award to a vendor in response to a requisition that has been assigned to him/her. |
| 11.4 | Accessing the System | From the Main Menu, select Transaction. From the Transaction menu, select Procurement. From the Procurement menu, select FMR041 - Purchase Order Preview Screen. Follow the steps below for FMR041 and FM041. |

COMMERCE SMALL PURCHASES SYSTEM (CSPS) PROCUREMENT DESK PROCEDURES

- 11.5 Entering a Purchase Order (NOT Based on a Purchase Request or RFQ)**
- This procedure describes the steps necessary to enter a purchase order which is not based on an electronic purchase requisition (Buyers may be using a Hard Copy CD-435 to enter the purchase order information directly into the purchase order). Note: If the award type is 41P (i.e. when no invoice is sent out), a copy of the purchase order must be sent to Finance.

FMR041 -Purchase Order Preview Screen

PURCHASE ORDERS / BPA							
OBLIGATION DOCUMENT						LAST	
NUMBER	TYPE	STATUS	BPA	VENDOR NAME	PLACED	MODIFIED	
1597	0	0	PO	OPEN	N	ANDERSEN CONSULTING, LLP.	Y 27-OCT-1999
1595	0	0	PO	OPEN	N	ANDERSEN CONSULTING, LLP.	Y 27-OCT-1999
1594	0	0	PO	OPEN	N	ANDERSEN CONSULTING, LLP.	Y 27-OCT-1999
1590	0	0	PO	OPEN	N	COMMUNICATION MANAGEMENT SYS	Y 27-OCT-1999
1589	0	0	PO	OPEN	N	SWAIN DEENA MICHELE	Y 27-OCT-1999
1587	0	0	PO	OPEN	N	ANDERSEN CONSULTING, LLP.	N 10-NOV-1999
1583	0	0	PO	OPEN	N	USGS/EROS DATA CENTER	Y 26-OCT-1999
1582	0	0	PO	OPEN	N	ACCOUNTOR SYSTEMS USA, LTD	Y 26-OCT-1999
1577	0	1	PO	OPEN	N	ACCOUNTOR SYSTEMS USA, LTD	Y 26-OCT-1999
1576	0	1	PO	OPEN	N	ACCOUNTOR SYSTEMS USA, LTD	Y 26-OCT-1999

ACTION LIST

Active

VIEW/EDIT NEW PO NEW BPA MASTER NEW BPA CALL AMEND (C/O)

STEP	ACTION
FMR041 - Purchase Order Preview Screen	
1.	Click on the NEW PO button to create a new purchase order.
2.	FM041 appears.

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

FM041 p1-Purchase Order

Purchase Order (FM041 p1)

☐ **1 PR TO 1 PO** 1 TO 1 PR DOC NO DOC COMPLETE ☐ Y

DOC TYPE PO AWARD TYPE 40 ☐ MOD BPA ☐ N FEEDER SYS NO

OBLIG # 887 0 0 G/L 28-FEB-1999 FY 99 TOTAL \$2,770.00

DOC DATE 05-FEB-1999 REF NOT TO EXCEED

EFFECTIVE FROM 05-FEB-1999 TO STATUS OPEN AS OF 05-FEB-1999

BUREAU 14 NOAA

VENDOR 15138 1 GENERAL ANALYTICS CORPORATION

ESTIMATED CONTRACT LIFE \$ \$2,930

☒ APPROVED L. SCHLENKER 05-FEB-1999

ORIGINATING OFFICE AB

REPORT FORWARD NEXT PREV CANCEL

CONT OFC DS

NOTES

CLAUSES

ATTACHS

ROUTING Y

STEP	ACTION
FM041 p1 - The Main Screen	
3.	<p><u>DO NOT CLICK THE 1 PR TO 1PO FIELD</u> to select a requisition from the list of available documents. Leave the 1 PR TO 1 PO field blank.</p> <p>The 1 PR TO 1 PO feature is not used when creating a purchase order which is neither based on a requisition or an electronic RFQ. Therefore, the buyer must enter all of the necessary data on FM041 p1.</p>
4.	<p>When the 1 PR TO 1 PO feature is not used, the 1 TO 1 PR DOC NO field will be blank.</p>

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION																														
5.	<p>In the DOC TYPE field, PO will default in as the document type. This field can be overwritten by selecting a valid entry from the list of values.</p> <p>The Procurement Document Type Codes and their Descriptions are as follows:</p> <table><tr><td>PO</td><td>-</td><td>One Time Payment (Type 40)</td></tr><tr><td>POAVPY</td><td>-</td><td>Advance Payments (Type 41)</td></tr><tr><td>PORCUR</td><td>-</td><td>Cyclic Recurring Payments (Type 42)</td></tr><tr><td>POMULT</td><td>-</td><td>Multiple Payments (Type 43/47)</td></tr><tr><td>POMAST</td><td>-</td><td>Blanket Purchase Agreement Master (Type 45)</td></tr><tr><td>POCALL</td><td>-</td><td>Blanket Purchase Agreement Call (Type 45)</td></tr><tr><td>CONTRT</td><td>-</td><td>Non-Recurring Contract (Type 50)</td></tr></table>	PO	-	One Time Payment (Type 40)	POAVPY	-	Advance Payments (Type 41)	PORCUR	-	Cyclic Recurring Payments (Type 42)	POMULT	-	Multiple Payments (Type 43/47)	POMAST	-	Blanket Purchase Agreement Master (Type 45)	POCALL	-	Blanket Purchase Agreement Call (Type 45)	CONTRT	-	Non-Recurring Contract (Type 50)									
PO	-	One Time Payment (Type 40)																													
POAVPY	-	Advance Payments (Type 41)																													
PORCUR	-	Cyclic Recurring Payments (Type 42)																													
POMULT	-	Multiple Payments (Type 43/47)																													
POMAST	-	Blanket Purchase Agreement Master (Type 45)																													
POCALL	-	Blanket Purchase Agreement Call (Type 45)																													
CONTRT	-	Non-Recurring Contract (Type 50)																													
6.	<p>In the AWARD TYPE field, enter the applicable purchase order award type. Although the system defaults to 40', the entry can be changed. Double click on the field to view the list of valid award types. Select the valid award type, then click OK .</p> <p>The Procurement Award Types and their Descriptions are as follows:</p> <table><tr><td>40</td><td>-</td><td>One Time Vendor Payment (PO)</td></tr><tr><td>41</td><td>-</td><td>Advance Payments (POAVPY)</td></tr><tr><td>42</td><td>-</td><td>Automatic Cyclical Payments (PORCUR)</td></tr><tr><td>43</td><td>-</td><td>Recurring or more than 1 Vendor Payment Required(POMULT)</td></tr><tr><td>45</td><td>-</td><td>Blanket Purchase Agreements Master (POMAST)</td></tr><tr><td>45</td><td>-</td><td>Blanket Purchase Agreements Call (POCALL)</td></tr><tr><td>46</td><td>-</td><td>Delivery order against DOC Contract (CONTRT)</td></tr><tr><td>47</td><td>-</td><td>Utilities (POMULT)</td></tr><tr><td>50</td><td>-</td><td>All Contract Awards (CONTRT)</td></tr><tr><td>56</td><td>-</td><td>Task Orders with Individual SOW, PROP, and Negotiation Terms (CONTRT)</td></tr></table>	40	-	One Time Vendor Payment (PO)	41	-	Advance Payments (POAVPY)	42	-	Automatic Cyclical Payments (PORCUR)	43	-	Recurring or more than 1 Vendor Payment Required(POMULT)	45	-	Blanket Purchase Agreements Master (POMAST)	45	-	Blanket Purchase Agreements Call (POCALL)	46	-	Delivery order against DOC Contract (CONTRT)	47	-	Utilities (POMULT)	50	-	All Contract Awards (CONTRT)	56	-	Task Orders with Individual SOW, PROP, and Negotiation Terms (CONTRT)
40	-	One Time Vendor Payment (PO)																													
41	-	Advance Payments (POAVPY)																													
42	-	Automatic Cyclical Payments (PORCUR)																													
43	-	Recurring or more than 1 Vendor Payment Required(POMULT)																													
45	-	Blanket Purchase Agreements Master (POMAST)																													
45	-	Blanket Purchase Agreements Call (POCALL)																													
46	-	Delivery order against DOC Contract (CONTRT)																													
47	-	Utilities (POMULT)																													
50	-	All Contract Awards (CONTRT)																													
56	-	Task Orders with Individual SOW, PROP, and Negotiation Terms (CONTRT)																													
6.	<p>The MOD field is system generated and denotes whether an amendment has been processed against the purchase order. When amendments are processed the system updates this data field with a check.</p>																														
7.	<p>The BPA field will be blank unless this is a BPA Master or BPA Call.</p> <p>Note: See the procedures for Section 14 - Entering a Blanket Purchase Agreement - Master and Section 15 - Entering a Blanket Purchase Agreement - Call for information on entering BPA Master and Call documents.</p>																														

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
8.	<p>In the FEEDER SYS NO field, reference a source document generated by a cuff or feeder system.</p> <p>Note: Leave this field blank until further notice.</p>
9.	<p>The OBLIG # field is system generated and displays the three field CSPS/CFS purchase order document number. The three fields are: 1) the primary CSPS/CFS document number, 2) the release number (used to identify BPA calls against the BPA Master), and 3) the amendment / modification number.</p>
10.	<p>The G/L field defaults to the last day of the current month and indicates the General Ledger month-end recording date for this transaction. Only valid G/L ending dates will appear in the list-of-values. The system prevents buyers from entering a future period G/L ending date by not including future dates in the list-of-values. A prior period G/L ending date can be used as long as the prior month remains open in the general ledger (i.e., it appears in the list-of-values).</p> <p>Note: Although the default entry can be overridden by selecting another valid entry from the list-of-values, the default date will generally be the correct date. In general, buyers should modify the default G/L date only for purchase orders created at the end of the Fiscal Year.</p>
11.	<p>The FY field defaults to the current fiscal year and indicates the Fund Code / Fiscal Year combination against which this transaction should be applied. Although the default entry can be overridden by entering another fiscal year, the default date will generally be the correct date.</p> <p>Note: In general, buyers should modify the default FY date only for purchase orders created at the end of the Fiscal Year.</p>
12.	<p>The TOTAL field is system generated and displays the total dollar amount of all line items entered on the purchase order.</p>
13.	<p>The DOC DATE field is system generated and displays the current day s date. This DOC DATE indicates the date the document was created.</p>
14.	<p>The REF field is blank, but can be used to reference the Agency or Federal contract against which this order is placed (if applicable). This field can also be used to search on, but it does not print on the CD-404.</p> <p>Note: The contract against which the order is placed is generated from data inserted into the reporting information on the SF-281 and CD-409.</p>

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
15.	The NOT TO EXCEED field is enterable only when creating a BPA Master document. This field identifies the ceiling amount for a BPA.
16.	<p>The EFFECTIVE FROM field defaults to the current date but can be overridden. Because there is no functionality associated with this date within the system, this field can be used at the buyer s discretion to document the beginning effective date of the order, the award date, etc.</p> <p>Note: The EFFECTIVE FROM and EFFECTIVE TO (see below) dates do not print on the CD-404 and are not intended to identify the period of performance <u>for the vendor</u>. Period of performance information should be included in either the leading/trailing paragraph information or the line item description(s).</p>
17.	<p>The EFFECTIVE TO field defaults to blank but can be overridden. In general, this field can also be used at the buyer s discretion to document an ending effective date (if applicable).</p> <p>Note: If the requisitioner entered an EFFECTIVE TO date on the requisition, the system will prevent the buyer from creating a purchase order tied to that requisition after the EFFECTIVE TO date. This field does not print on the CD-404 and does not have any financial effect.</p>
18.	The STATUS field is system generated and defaults to OPEN for new transactions. The system automatically updates the document status to CANCEL if the purchase order is disapproved. Otherwise, the purchase order s status remains OPEN .
19.	The AS OF field is system generated and indicates the date the document s STATUS was last updated.
20.	<p>The BUREAU field will default based on the Bureau Code entered by the requisitioner on the linked requisition. At this time, NOAA uses two Bureau Codes:</p> <p style="text-align: center;">14 - NOAA or 13 - BXA</p>
FM041d p1 - Vendor & Shipping Data	

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
21.	<p>a. Double click in the white box to the right of the VENDOR field name to view the list of vendors and their current purchasing addresses. The Vendor and Shipping Data Screen (FM041d p1) appears.</p> <p>b. To the right of the VENDOR field name are three untitled boxes. If the vendor number is known, then it can be entered directly into the first box. Otherwise, type the first word of the vendor into the third box and select enter. The system will display a list all vendors with that name. Highlight the appropriate vendor and click OK .</p> <p>Note: A vendor must be established in the CFS vendor database prior to award. To establish a vendor, see Section 16 - Set Up/Maintain Vendor .</p> <p>c. The DUNS NO field defaults based on the vendor information stored in CFS for the selected vendor. The DUNS NO is the vendor s Dun & Bradstreet identification number. If this number is incorrect, it must be modified via the CSPS/CFS Vendor Maintenance Screen (PM002).</p>

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
	<p>d. The CONTACT field defaults based on the vendor information stored in CFS for the selected vendor. The buyer can modify this field to identify a contact for this specific order.</p> <p>e. The FOB field defaults based on the vendor information stored in CFS for the selected vendor. FOB or Freight on Board indicates the terms of shipment. Valid entries are ORIGIN or DESTIN . The buyer can modify this field to indicate the specific terms for the order.</p> <p>f. In the VIA field, double click on the field to view the list of shipment methods. Select the correct shipment method and then click OK . This field is optional.</p> <p>g. In the FREIGHT TERMS field, enter the terms required for freight. This field is optional.</p> <p>h. The EXCHANGE COUNTRY CODE & EXCHANGE RATE fields default based on the vendor information stored in CFS for the selected vendor. The displayed information identifies the vendor s country code and the currency exchange rate for payments. The buyer can modify these fields to indicate the specific terms for the order.</p> <p>i. The TERMS1 fields default based on the vendor information stored in CFS for the selected vendor. The buyer can modify these fields to indicate the specific terms for the order.</p> <p>(i) In the NET DAYS field, indicate the number of days within which total payment is due after the invoice is received.</p> <p>Note: If the award type is 41, NET DAYS should be set to zero.</p> <p>(ii) In the DISCOUNT fields, indicate whether a percentage or flat dollar amount discount is offered by entering P or A and then indicate the corresponding percentage or amount.</p> <p>(iii) In the W/IN field, indicate the number of days after the invoice is received that the discount is valid.</p>

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
	<p>j. The TERMS2 fields also default based on the vendor information stored in CFS for the selected vendor. These fields indicate a second set of terms offered by the vendor and can be modified by the buyer for each specific order.</p> <p>k. Once the vendor information is complete, click the PREV button to return to FM041 p1.</p>
FM041 p1 - Purchase Order	
22.	The CONT OFC field is system generated and displays the buyer s contracting office code. This field cannot be modified.
23.	<p>In the NOTES field, double click on the field to access a text editor and record comments pertaining to the order. The field holds up to 240 characters. Click OK to save changes or CANCEL to ignore changes and return to FM041 p1.</p> <p>Note: If notes are recorded, the NOTES field on FM041 p1 will display an X .</p>

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
24.	<p>In the CLAUSES field, double click on the field to open the Alternative Clauses (FM041f) screen and identify FAR clauses and/or user defined line notes that are applicable to this order.</p> <p>a. In the CLAUSE # field, double click on the first blank row to view the list of FAR clauses and line notes. Select a clause/line note and click OK .</p> <p>b. The CLAUSE FLAG field defaults either to Y if the item selected in Step a is a FAR clause or to N if the item selected in Step a is a line note.</p> <p>Note: Clauses will print in the Terms and Conditions block of the CD-404 and line notes will print after the final line item on the CD-404.</p> <p>c. The SHORT DESCR field defaults based on the clause or line note selected in Step a . Double click on the field to open the text editor and view the short description of the clause or line note. Click OK to return to FM041f.</p> <p>d. The FULL TEXT field defaults based on the clause or line note selected in Step a . Double click on the field to open the text editor and view the entire clause or line note (if applicable). Click OK to return to FM041f.</p> <p>e. Repeat Steps a - d for each clause or line note that must be referenced on the purchase order. When all of the necessary clauses and line notes have been identified, click the PREV button to return to FM041 p1.</p> <p>Note: If clauses/line notes are incorporated, the CLAUSES field on FM041 p1 will display an X .</p>

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
<p>25.</p>	<p>In the ATTACHS field, double click to open the Attached Documents (FM041 c) screen and record the location of supporting documents (e.g., the statement of work) on the Local Area Network (LAN).</p> <p>a. In the NAME field, record the name of the file, including the extension.</p> <p>b. In the LOCATION field, record the drive and path where the document is located.</p> <p>c. Repeat Steps a - b for each supporting document. When all of the documents have been referenced, click the PREV button to return to FM041 p1.</p> <p>Note: If supporting documents are referenced, the ATTACHS field on FM041 p1 will display an X .</p> <p>Note: This field does not attach the documents within the system. It merely serves as a reference as to where to locate these documents.</p>
<p>26.</p>	<p>The ROUTING field is system generated and defaults to N (i.e., No) until the purchase order is fully approved. Once the purchase order is fully approved, the system automatically updates the field to Y .</p> <p>Note: Once the document is approved by the buyer, the system establishes the required approval routing and the buyer can double click on this field. The system calls the Document Approval Routing Screen (FM041h). On this screen, the system generated approval routing path and status can be viewed.</p>
<p>27.</p>	<p>Once all of the required information on FM041 p1 is complete, click the NEXT button to open FM041 p2 - The Line Items Screen.</p>

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

FM041 p2 - Purchase Order

Purchase Order - Line Item (FM041 p2)

LINE #	PR	ITEM TYPE	COMMODITY	DUE DATE	ACCEPT	STATUS	AS OF
1	Y	GOODS	G/S	26-MAY-1999	7	OPEN	01-JUN-1999
PART #		STOCK #		INVENTORY: QTY UNIT		EMP #	
						NAME	
DESCR				TRADE IN		OTHER INFO	
DESK				<input type="checkbox"/>		<input checked="" type="checkbox"/> RIMTH <input type="checkbox"/> Q <input type="checkbox"/> RI ACT <input type="checkbox"/> Y	
QUANTITY	UNIT	ORIGINAL UNIT PRICE	UNIT PRICE	ITEM TOTAL \$		ACCS	
1.000	EA	10.0000	10.0000	\$10.00		<input checked="" type="checkbox"/> X	

LINE #	PR	ITEM TYPE	COMMODITY	DUE DATE	ACCEPT	STATUS	AS OF
2	Y	GOODS	G/S	26-MAY-1999	7	CLOSED	01-JUN-1999
PART #		STOCK #		INVENTORY: QTY UNIT		EMP #	
						NAME	
DESCR				TRADE IN		OTHER INFO	
CHAIR				<input type="checkbox"/>		<input type="checkbox"/> RIMTH <input type="checkbox"/> D <input type="checkbox"/> RI ACT <input type="checkbox"/> Y	
QUANTITY	UNIT	ORIGINAL UNIT PRICE	UNIT PRICE	ITEM TOTAL \$		ACCS	
1.000	EA	20.0000	20.0000	\$20.00		<input type="checkbox"/>	

NEXT PREV CANCEL

STEP	ACTION
FM041 p2 - The Line Items Screen	
28.	<p>In general, the LINE # field is system generated and identifies the various line items on the purchase order. Line item numbers are assigned sequentially and are automatically resequenced when line items are added or deleted.</p> <p>The LINE # field is enterable if the buyer enters either a '0' to create a leading paragraph (header) or '999' to create a trailing paragraph (footer). Once either of these numbers are entered, only the DESCRIPTION field remains enterable. Leading paragraph (header) information prints before the line items on the CD-404 and trailing paragraph (footer) information prints after the line items on the CD-404.</p> <p>Note: If the award type is 41 or 41P, a note must be placed in the header.</p> <p>Note: If the payment office code being used is not in the LOV, a note should be placed in the header to indicate which payment office the invoice should be sent.</p>

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION																								
29.	The PR field defaults to N to indicate that this purchase order line item is not linked to a requisition line item.																								
30.	<p>In the ITEM TYPE field enter the correct item type. Procurement personnel need to understand the purpose and system functionality associated with the various item types and enter the applicable value for each line item on a purchase order.</p> <p>Within the system, the item type serves multiple functions.</p> <p>a. It indicates the type of good/service for the line item.</p> <p>b. It denotes the document matching criteria required by the system (i.e., the combination of purchase order, receipt, and acceptance that must be matched against the invoice before the invoice can be released for payment). A 2-way match requires that the invoice is matched against a purchase order. A 3-way match requires that the invoice is matched against a purchase order and a receiving ticket. Finally, a 4-way match requires that the invoice is matched against a purchase order, a receiving ticket and acceptance.</p> <p>c. In some cases, it indicates special invoicing instructions.</p> <p>Double click on the ITEM TYPE field to view the list of item types. Select the correct item type, then click OK .</p> <p>The Procurement Item Types, their Descriptions and their Matching Criteria</p> <table><tr><td>EQUIP</td><td>Equipment</td><td>3-way match</td></tr><tr><td>GOODS</td><td>Goods</td><td>3-way match</td></tr><tr><td>SERV</td><td>Services</td><td>3-way match</td></tr><tr><td>FR</td><td>Freight</td><td>2-way match</td></tr><tr><td>NMERC</td><td>Non-Merchandise Charges</td><td>2-way match</td></tr><tr><td>EXCISE</td><td>Federal Excise Tax</td><td>2-way match</td></tr><tr><td>TRADE</td><td>Trade-in Allowance</td><td>No-way match</td></tr><tr><td>SUPPLY</td><td>Supplies</td><td>No-way match</td></tr></table>	EQUIP	Equipment	3-way match	GOODS	Goods	3-way match	SERV	Services	3-way match	FR	Freight	2-way match	NMERC	Non-Merchandise Charges	2-way match	EXCISE	Federal Excise Tax	2-way match	TRADE	Trade-in Allowance	No-way match	SUPPLY	Supplies	No-way match
EQUIP	Equipment	3-way match																							
GOODS	Goods	3-way match																							
SERV	Services	3-way match																							
FR	Freight	2-way match																							
NMERC	Non-Merchandise Charges	2-way match																							
EXCISE	Federal Excise Tax	2-way match																							
TRADE	Trade-in Allowance	No-way match																							
SUPPLY	Supplies	No-way match																							

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION																					
31.	<p>In the COMMODITY field, enter the correct commodity code. Procurement personnel need to understand the purpose and system functionality associated with the various commodity codes and enter the applicable value for each line item on a purchase order.</p> <p>Within the system, the commodity code serves multiple functions.</p> <p>a. It indicates the type of commodity.</p> <p>b. It indicates the applicable Prompt Payment Type code which triggers the system s Prompt Pay logic.</p> <p>Double click on the COMMODITY CODE field to view the list of commodity codes. Select the correct commodity code, then click OK .</p> <p>The Commodity Codes & their Prompt Pay Type and Logic</p> <table><tr><td>ADVPAY (Immed. Pay)</td><td>NONE</td><td>Not subject to PPA requirements; no interest applied. Basis for payment is date of proper invoice.</td></tr><tr><td>AGR (Agriculture)</td><td>AGR</td><td>PPA (Prompt Payment Act) requirements; interest penalty applied; 10 days to make payment. Basis for payment is date of delivery.</td></tr><tr><td>CONSTR (Construction)</td><td>CONSTR</td><td>PPA requirements; interest penalty applied; 14 Days to make payment. Basis for payment is date of proper invoice.</td></tr><tr><td>DAIRY (Dairy)</td><td>DAIRY</td><td>PPA requirements; interest penalty applied; 10 days to make payment. Basis for payment is date of proper invoice.</td></tr><tr><td>G/S (Goods & Services)</td><td>STD</td><td>PPA requirements; interest penalty applied; 30 days to make payment. Basis is PP , later of the proper invoice rec d date or goods/serv rec d date or; 7 days to make payment. Basis for payment is acceptance date.</td></tr><tr><td>MEAT (Meat Products)</td><td>MEAT</td><td>PPA requirements; interest penalty applied date of delivery.</td></tr><tr><td>RAT (Ratifications)</td><td>NONE</td><td>Not subject to PPA requirements; no interest applied. Basis is date of invoice.</td></tr></table>	ADVPAY (Immed. Pay)	NONE	Not subject to PPA requirements; no interest applied. Basis for payment is date of proper invoice.	AGR (Agriculture)	AGR	PPA (Prompt Payment Act) requirements; interest penalty applied; 10 days to make payment. Basis for payment is date of delivery.	CONSTR (Construction)	CONSTR	PPA requirements; interest penalty applied; 14 Days to make payment. Basis for payment is date of proper invoice.	DAIRY (Dairy)	DAIRY	PPA requirements; interest penalty applied; 10 days to make payment. Basis for payment is date of proper invoice.	G/S (Goods & Services)	STD	PPA requirements; interest penalty applied; 30 days to make payment. Basis is PP , later of the proper invoice rec d date or goods/serv rec d date or; 7 days to make payment. Basis for payment is acceptance date.	MEAT (Meat Products)	MEAT	PPA requirements; interest penalty applied date of delivery.	RAT (Ratifications)	NONE	Not subject to PPA requirements; no interest applied. Basis is date of invoice.
ADVPAY (Immed. Pay)	NONE	Not subject to PPA requirements; no interest applied. Basis for payment is date of proper invoice.																				
AGR (Agriculture)	AGR	PPA (Prompt Payment Act) requirements; interest penalty applied; 10 days to make payment. Basis for payment is date of delivery.																				
CONSTR (Construction)	CONSTR	PPA requirements; interest penalty applied; 14 Days to make payment. Basis for payment is date of proper invoice.																				
DAIRY (Dairy)	DAIRY	PPA requirements; interest penalty applied; 10 days to make payment. Basis for payment is date of proper invoice.																				
G/S (Goods & Services)	STD	PPA requirements; interest penalty applied; 30 days to make payment. Basis is PP , later of the proper invoice rec d date or goods/serv rec d date or; 7 days to make payment. Basis for payment is acceptance date.																				
MEAT (Meat Products)	MEAT	PPA requirements; interest penalty applied date of delivery.																				
RAT (Ratifications)	NONE	Not subject to PPA requirements; no interest applied. Basis is date of invoice.																				

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
32.	In the DUE DATE field, enter the date delivery of the line item is required by the vendor.
33.	<p>The ACCEPT field defaults to 7" to indicate the number of days allowed for acceptance of the line item (i.e., the number of days required to fully receive, inspect and accept the items). Some items, such as computers delivered to a receiving dock and later delivered to the technical person for inspection, will require more than a 7 day acceptance period. The buyer must confirm or modify the default value based on standards or experience at NOAA.</p> <p>Note: An acceptance period differing from the standard must be negotiated with the vendor and indicated on the CD-404.</p>
34.	The STATUS field is system generated and defaults to OPEN for line items on a new purchase order. The system automatically updates the line item status to CANCEL if the purchase order is disapproved. Otherwise, the purchase order status remains OPEN .
35.	The AS OF field is system generated and indicates the date which the STATUS field has changed.
36.	<p>In the PART# field, enter the manufacturer s part number for the line item (if applicable). This field does not print on the purchase order.</p> <p>Note: Optional if known, not required at this time.</p>
37.	<p>In the STOCK# field, enter the inventory stock number for the line item (if applicable). This field does not print on the purchase order.</p> <p>Note: Optional if known, not required at this time.</p>
38.	<p>In the INVENTORY: QTY field, enter the inventory quantity of the item being ordered (if applicable). This field is accessible only if a stock number for the item has been entered. This field does not print on the purchase order.</p> <p>Note: Optional if known, not required at this time.</p>
39.	<p>In the INVENTORY: UNIT field, enter the inventory unit (if applicable). This field does not print on the purchase order.</p> <p>Note: Optional if known, not required at this time.</p>

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
40.	<p>In the EMP# field, enter the employee number of the person who is the contact person for the purchase order line item. A list of values is available for this field by double clicking on it. This field does not print on the purchase order.</p> <p>Note: Optional if known, not required at this time.</p>
41.	<p>In the DESCRIPTION field, enter the description of the item being requested. For more space, double click on the field to access the text editor. The field holds up to 9 pages of text. Click OK to save changes or Cancel to ignore changes and return to FM041 p2.</p> <p>Text from applications such as Word, WordPerfect and E-Mail, can be cut and pasted into the Description field. To cut/copy a description, highlight the relevant section with the cursor and press Control-X / Control-C . To paste a description, place the cursor in the destination field and press Control-V . Refer to Getting Started section for a discussion of this functionality.</p> <p>Note: To cut/copy and paste effectively, the Caps Lock must be off.</p> <p>Note: This field does not have a spell check, thesaurus, or electronic editor.</p>
42.	<p>The TRADE IN check box will display a <input type="checkbox"/> if a trade in is entered on the Trade In and Discounts screen (FM041p3). Otherwise, the check box will remain blank.</p> <p>Note: This check box is specific to each line item.</p>

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

FM041i -Purchase Order (Other Info)

Other Line Item Information (FM041i VER-0.0.0.0)

DOCUMENT MATCHING: DEFAULT ☒ Y RT ☐ AC ☐ AP ☐

HOLDBACK: ☒ NONE ☐ DOLLARS ☐ PERCENT AMOUNT PSC CODE

PAYMENT OFFICE HQS OFFICE OF FINANCE AND ADMINISTRATION

20020 CENTURY BOULEVARD

CALLER SERVICE #9025

GERMANTOWN STATE MD

ZIP CODE 20874

ASSET CATEGORY INDICATOR AIN

DELIVERY INFORMATION

SUGGESTED

DELIVERY DATE	DELIVERY POC (Employee number and name)	LOCATION
<input type="text"/> 31-OCT-1999	<input type="text"/> 15454 <input type="text"/> O D OPS\$FXMATGRO	<input type="text"/> 201 PERRY PARKWAY, GAITHERSBU
	PHONE <input type="text"/> 301-427-1100	

PREV CANCEL

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
43.	<p>Double click on the OTHER INFO field to access the Other Line Item Information (FM041i) screen to enter additional information about the purchase order. Some fields in this pop-up screen will default based on information associated with the buyer. The buyer should enter/confirm these fields as indicated below.</p> <ul style="list-style-type: none"> a. The DOCUMENT MATCHING field defaults to Y indicating that the standard matching criteria associated with the line item ITEM TYPE will be required for this line item. The standard matching criteria should always be used unless Finance communicates differently. <ul style="list-style-type: none"> (i) RT field indicates if a Receiving Ticket is necessary to release the document for payment. (ii) AC field indicates if Acceptance is necessary to release the document for payment. (iii) AP field indicates if Invoice is necessary to release the document for payment. b. The HOLDBACK field defaults to NONE indicating that the system should not calculate an automatic holdback (retainage) during the payment process. If a holdback should be calculated by the system, click either the DOLLARS or PERCENT field and enter the corresponding value in the AMOUNT field. Do not use this field if retainages will be identified on a case by case basis by the contracting officer or their representative. c. In the PSC CODE field, double click on the field to access a list of product service codes. Select the applicable product service code for the line item and then click OK . d. The PAYMENT OFFICE fields default based on information associated with the buyer. The primary purpose of the payment office information is to identify the name and address of the Finance Office responsible for processing the payment of the purchase order. The system, however, also prints the payment office name and address on the purchase order as the invoice address. e. Double click on the PAYMENT OFFICE field to view the list of payment office codes. Select the correct code and then click OK . <p>Note: A purchase order should only indicate a single payment office code. Therefore, if the buyer modifies the default payment office code on one line item, the buyer must make the corresponding change to all line items.</p>

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION										
	<p>The Payment Office Codes and their Descriptions:</p> <table border="0"> <tr> <td>CASC</td><td>Central Administrative Support Center</td></tr> <tr> <td>EASC</td><td>Eastern Administrative Support Center</td></tr> <tr> <td>HQS</td><td>Office of Finance and Administration</td></tr> <tr> <td>MASC</td><td>Mountain Administrative Support Center</td></tr> <tr> <td>WASC</td><td>Western Administrative Support Center</td></tr> </table> <p>e. In the ASSET CATEGORY field, enter the code that indicates the major asset category for the line item (if applicable). This field does not print on the purchase order.</p> <p>Note: Optional if known, not required for this item.</p> <p>f. In the INDICATOR field, enter the general category of the equipment and its use (if applicable). This field does not print on the purchase order.</p> <p>Note: Optional if known, not required for this item.</p> <p>g. In the AIN field, enter the asset identification number for the item (if applicable). This field does not print on the purchase order.</p> <p>Note: Optional if known, not required for this item.</p> <p>h. In the SUGGESTED DELIVERY DATE field enter the date the line item is required to be delivered by the vendor.</p> <p>i. Double click on the DELIVERY POC field to access the Employee Lookup Screen (PRR001). Click the Enter Query icon and enter the last name of delivery point of contact in the Last Name field.. Click the Execute Query icon. Select the delivery contact as shown on the Hard Copy CD-435, then click OK .</p>	CASC	Central Administrative Support Center	EASC	Eastern Administrative Support Center	HQS	Office of Finance and Administration	MASC	Mountain Administrative Support Center	WASC	Western Administrative Support Center
CASC	Central Administrative Support Center										
EASC	Eastern Administrative Support Center										
HQS	Office of Finance and Administration										
MASC	Mountain Administrative Support Center										
WASC	Western Administrative Support Center										

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
	<p>Note: The employee identified as the delivery point-of-contact (DPOC) receives electronic notification via the system messaging function when the goods/services are recorded as received on the CFS Receiving Ticket Screen (PM030).</p> <p>The name of the employee identified as the DPOC is printed on the CD-404 next to the Ship To address as the person the vendor should contact for delivery information.</p> <p>j. When all the other line item information has been entered, click the PREV button to return to FM041 p2.</p>
FM041 p2 - The Line Items Screen	
44.	<p>The RI MTH (Receipt/Invoice Method) field will default with a Q to indicate a quantity based transaction. If the line item is to be processed as a quantity based transaction, leave this field equal to a Q . If the line item is to be processed as a dollar based transaction, change the default to a D . The value chosen determines how the line item will be handled by finance personnel. For the most part, a line item that has a quantity of 1 should be marked as a dollar based transaction.</p> <p>Note: Line items marked as dollar based transactions will always have a quantity of 1. For example, if a line item with a quantity of 10 @ \$10 is marked as a dollar based transaction, the system will automatically change the line item s quantity to 1 and the unit price to \$100. The quantity field will also be protected and unable to be changed.</p> <p>Note: After entering a quantity of 1, the system will automatically change the line item s RI MTHD field to a D . If the line item is to be processed as a quantity based transaction, simply change the RI MTHD field to a Q .</p>
45.	<p>The RI ACT field will default with an N until either electronic receipt or invoice has been both recorded and approved. Once this occurs, the system will automatically update this field with a Y .</p> <p>Note: This update will occur prior to payment.</p>
46.	In the QUANTITY field, enter the quantity to be ordered for the requestioner.

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
47.	<p>Double click in the UNIT field to access a list-of-values. Select a unit of measure for the line item. Click OK to save changes or Cancel to ignore changes.</p> <p>Note: The buyer can change the unit of measure listed on the Hard Copy CD-435 only if the change does not require the quantity to be increased.</p>
48.	<p>In the ORIGINAL UNIT PRICE field, enter the cost of the line item amount shown on the Hard Copy CD-435. This price does not reflect a discount if it has been entered.</p>
49.	<p>The UNIT PRICE field will default based on the original unit price information entered on the purchase order line item. This field is not modifiable. It reflects if a Discount has been entered on FM041 p3. See Procedures Section 11.10 - Entering Trade-In and Discount Information , to enter a Trade-In/Discount. If no discount has been entered than the UNIT PRICE and ORIGINAL UNIT PRICE are equal.</p>
50.	<p>The ITEM TOTAL field is system generated and displays the extended amount of the line item.</p>

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

FM041b -Line Item Account Distribution

STEP	ACTION
FM041b - Line Item Account Distribution	
51.	<p>Double click on the ACCS field to access the Line Item Account Distribution (FM041b) screen and enter the accounting information for the line item. All fields in this pop-up screen will need to be entered.</p> <p>Note: The NOAA business rules prohibit buyers from modifying the ACCS accounting information without supporting documentation (except for the Object Class and User Defined fields as indicated below).</p>

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
	<ul style="list-style-type: none">a. The purchase order MDL field is system generated and identifies the Multiple Distribution Line (MDL) number. Multiple Distribution Lines are used to allocate funding for each line item across one or more projects, organizations, etc. One MDL contains one ACCS code and associated information. Up to 99 multiple ACCS may be used.b. In the purchase order % field, enter the percentage of the line item to be distributed to a single accounting classification code structure (ACCS).c. The purchase order QTY field will automatically calculate based on the value entered on the percentage field. If the % field is left blank, enter in the quantity for the MDL. The % field value will then automatically calculate.d. The purchase order \$ field is system generated and displays the extended (i.e., total) amount distributed to a single ACCS.

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
	<p>e. The purchase order ACCS field will default based on the buyer s default ACCS. As a result, all fields will need to be changed to update with the requisitioner s ACCS. This ACCS identifies the funding that will be charged for the MDL amount. Double click on the field to view the entire ACCS.</p> <p>Note: In general, use the default values if they are correct. Note the description of each field as the fields are tabbed through. A list of values exists for each field.</p> <ul style="list-style-type: none"> (i) Use the default BUR (bureau) and PROJECT/TASK codes if the values are correct. Otherwise, highlight the field and enter the correct project codes or double click in the field for the list of values. (ii) The FUND code field value will default based on the project. If the BUR or PROJECT/TASK codes have been changed, then the subsequent fields will be blank. Highlight the field and enter the correct fund code or double click in the field for the list of values. (iii) The PROGRAM field value will default based on the project. If any of the previous fields have been changed, then the subsequent fields will be blank. Highlight the field and enter the correct program code or double click in the field for the list of values. (iv) Use the default ORGANIZATION code if the value is correct. Otherwise, highlight the field and enter the correct organization. If any of the previous fields have been changed, then the subsequent fields will be blank. Highlight the field and enter the correct organization code or double click in the field for the list of values. (v) Double click on the first box of the OBJECT CLASS field. Select a code and click on the OK button.

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
	<p>(vi) Repeat Step (v) for all other OBJECT CLASS fields.</p> <p>(vii) In the USER DEFINED field, enter the employee number of the Contracting Officer. This individual will then have the document routed to them for approval.</p> <p>Note: The system will check the codes to ensure that they are valid; however, it will not verify if the code is correct.</p> <p>(viii) When the ACCS is complete click the PREV button the Account Classification Code Structure (DBA094) Screen will close and return to FM041b.</p>

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
	<p>Note: The PR #, PR TYPE, PR ITEM, and PR MDL fields are only populated if the line item is generated from a requisition. Therefore, in this case, these fields will be blank.</p> <p>f. Double click on the ACCEPTANCE EMP field to access the Employee Lookup Screen (PRR001). Click the Enter Query icon and enter the last name of the acceptance employee in the Last Name field. Select for the acceptance employee for the item, and click OK . If the values are known, then the acceptance employee information may be typed directly into this field.</p> <p style="padding-left: 40px;">Note: The individual identified as the acceptance employee on FM041 is the only person who will be able to accept/reject the goods or service.</p> <p>g. Double click on the RECEIVING OFFICE field to access a list of values. Select the address for the item to be sent, and click OK .</p> <p style="padding-left: 40px;">Note: The receiving office code identifies the name and address of the office assigned to receive the goods/service and prints on the CD-404 in the Ship To block.</p> <p style="padding-left: 40px;">Note: The list of receiving office codes contains both public ship-to-addresses, which are not modifiable and private ship-to-addresses which are set-up strictly for this user.</p> <p>h. If a private ship to address needs to be created, proceed to Step (i) . Otherwise, proceed to Step i .</p> <p style="padding-left: 40px;">(i) Click on the ADDRESS button. The FM041 b p2 screen is called.</p> <p style="padding-left: 40px;">(ii) In the NAME field, enter the name of the receiving office or ship to organization.</p> <p style="padding-left: 40px;">(iii) In the ADDRESS fields, enter the address for the receiving office.</p> <p style="padding-left: 40px;">(iv) In the COUNTRY CODE field, enter the abbreviation for the country in which the receiving office resides.</p>

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION						
	<p>(v) In the STATE field, enter the state in which the receiving office resides.</p> <p>(vi) In the ZIP field, enter the zip code in which the receiving office resides.</p> <p>(vii) Once the new receiving office is entered, then click the PREV button to return to FM041 b.</p> <p>Note: This new private ship-to-address can now be accessed by double clicking on the RECEIVING OFFICE field. It will appear in the list of values. A private receiving office code will have a ~ to denote that it is a private ship-to-address. Only the user who creates the private ship-to-address can access it in the list of values.</p> <p>Note: Once created the private ship-to-address may not be changed, but only disabled. It is inaccessible and if required again, then it will need to be re-entered.</p>						
	<table> <tr> <th data-bbox="381 1050 933 1108">IF...</th><th data-bbox="933 1050 1425 1108">THEN...</th></tr> <tr> <td data-bbox="381 1108 933 1549">An existing private ship to address needs to be deactivated...</td><td data-bbox="933 1108 1425 1549"> <p>8. Click on the ADDRESS button. The FM041b p2 screen is called.</p> <p>9. Unclick the active flag.</p> <p>10. Click the PREV button to return to FM041 b.</p> <p>11. Return to Step g to select another address.</p> </td></tr> <tr> <th data-bbox="381 1549 933 1604">IF...</th><th data-bbox="933 1549 1425 1604">THEN...</th></tr> </table>	IF...	THEN...	An existing private ship to address needs to be deactivated...	<p>8. Click on the ADDRESS button. The FM041b p2 screen is called.</p> <p>9. Unclick the active flag.</p> <p>10. Click the PREV button to return to FM041 b.</p> <p>11. Return to Step g to select another address.</p>	IF...	THEN...
IF...	THEN...						
An existing private ship to address needs to be deactivated...	<p>8. Click on the ADDRESS button. The FM041b p2 screen is called.</p> <p>9. Unclick the active flag.</p> <p>10. Click the PREV button to return to FM041 b.</p> <p>11. Return to Step g to select another address.</p>						
IF...	THEN...						

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
	<p>A receiving office address has been selected, but needs to be replaced with a new private ship to address...</p> <ol style="list-style-type: none"> 1. Highlight the receiving office code number on FM041 b. 2. Press the keyboard Delete key. 3. Return to Step h to enter a private receiving office code.
	<ol style="list-style-type: none"> i. Repeat Steps a - h for each MDL of the line item. j. When all information on FM041b is complete, click the PREV button to return to FM041 p2.
FM041 p2 - Line Item Screen	
52.	Repeat Steps 28 - 51 for each line item of the purchase order.
53.	Once all the information has been completed, select the PREV button to return to FM041 p1.
FM041 p1 - Purchase Order Screen	

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
54.	<p>The FORWARD button allows the buyer to have an additional level of review for this document by using the Document Review Routing Process. send the requisition through to multiple levels of approval.</p> <p>The user can have an additional level of review for this document by using the Document Review Routing Process.</p> <p>Note: The document s creator can approve the document at any point without completing the review process. This can be used for any review process when changes may need to be made such as corrections to Budget or object class code, or changes to technical specifications etc.</p> <p>Note: Document Review Routing is an optional process.</p> <p>If document review routing is to be used, proceed to Step a . Otherwise, proceed to Step 55.</p> <p>b. Click the FORWARD button on FM041 p1 to access WFR006 - Document Review Routing Sequence .</p>

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

WFR006 - Document Review Routing Sequence

SEQ NO	EMP NO	EMPLOYEE NAME	COMPLETE	NOTE
1	14191	RAVIN, D AYNAT	<input checked="" type="checkbox"/>	I AM TYPING A NOTE FOR REVIEW
2	14192	GROW, Z MATHEW	<input type="checkbox"/>	
3	14191	RAVIN, D AYNAT	<input type="checkbox"/>	
4	643	RORSTROM LEE, LYNN JE	<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	

STEP	ACTION
WFR006 - Document Review Routing Sequence Screen	

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION	
	IF...	THEN...
	Reviewers are set-up in the correct sequence...	(i) Click OK on WFR006. (ii) A message will be sent to the first reviewer. This message will appear for the first reviewer when they log onto the system and check WF003. (iii) Proceed to Step b'. Note: Reviewers have defaulted from WFR004. See Procedures Section 4 - Document Review Routing Set-Up for more information on completing the WFR004 screen.
	IF...	THEN...
	Reviewers are set-up, but they need to be resequenced... or No default reviewers are set-up, then...	See Procedures Section 5.5 - Reviewing a Document in order to add, delete, or re-sequence reviewers.
	IF...	THEN...
	If the document is not ready to be forwarded for review, then...	(i) Click CANCEL on WFR006. (ii) FM041 p1 will appear. (iii) Make all necessary changes on FM041. (iv) When the document is ready to be reviewed, proceed to Step a .

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
	Once the buyer receives a message on WF003 stating that the purchase order has been fully reviewed, the purchase order is ready to be approved.
	<p>The buyer may choose to view the document at any time to see the Review Status. To do so, follow these steps:</p> <p>b. Query on the reviewed document.</p> <ul style="list-style-type: none"> (i) Click the Enter Query icon on the toolbar. Any data on the screen will be removed. (ii) Enter the requisition number in the REQ # field. (iii) Click the Execute Query icon on the toolbar to execute the query. (iv) Click on the FORWARD button on FM041 p1. (v) Verify that all reviewers have the COMPLETE flag checked by their name. (vi) Click CANCEL to return to FM041 p1.
FM041 p1 - Purchase Order Screen	
55.	In the APPROVED field, click the field or press the space bar to indicate that the document is complete and that the approval process can begin. The system will now automatically calculate the ESTIMATED CONTRACT LIFE \$ field.
56.	<p>The ESTIMATED CONTRACT LIFE \$ will default based on the total dollar amount of all the line items on the purchase order. Unless there are options associated with the purchase order, the default amount will not need to be modified.</p> <p>Note: The value in the ESTIMATED CONTRACT LIFE \$ field determines whether the SF-281 or CD-409 reporting is required.</p>
57.	Click the APPROVED field again to indicate that the document is complete and that the reporting/approval process can begin. The system will display the applicable reporting screen. See Procedures 11.11 - Completing the SF-281 Report or 11.12 - Completing the CD-409 Report to complete the reporting information.

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

- 11.6 Entering a Purchase Order Based on a Purchase Request (No RFQ)** This procedure describes the steps necessary to enter a purchase order based on a purchase request was not processed via the CSPS RFQ process. Note: If the award type is 41 P (i.e. when no invoice is sent out), a copy of the purchase order must be sent to Finance.

STEP	ACTION
FMR041 - Purchase Order Preview Screen	
1.	Click on the NEW PO button to create a new purchase order.
2.	FM041 appears.
FM041 p1 - The Main Screen	
3.	<p>Once the requisition has been assigned to a purchase order by the buyer/specialist then click the 1 PR TO 1 PO field to select the requisition from the list of available documents. Highlight the requisition document number and click OK . The system will populate the purchase order fields with the applicable data from the requisition.</p> <p><u>The buyer must review all the data that defaults and make changes where necessary.</u> Currently, NOAA business rules prohibit procurement personnel from entering or modifying the ACCS information unless there is documentation which allows such a change (except the Object Class fields and User Defined Field as discussed later in this procedure). The buyer must also enter data specific to the award that is not tied to the information entered by the requisitioner. The steps below outline this process.</p> <p>Note: Purchase orders created in CSPS may be tied to one requisition or multiple requisitions. Thus, several requisitions to the same vendor can be combined onto a single purchase order. The process for combining several requisition documents into a single purchase order is explained later in this procedure.</p>
4.	The 1 TO 1 PR DOC NO field is system generated and identifies the requisition document number selected in the 1 PR TO 1 PO field.

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION																														
5.	The DOC COMPLETE field is system generated and is populated when the purchase order, including the applicable reporting data, is complete. The flag changes to Y after the approval cycle has begun but prior to final approval.																														
6.	<p>In the DOC TYPE field, enter the applicable purchase order document type. Although the system defaults to PO , the entry can be changed. Double click on the field to view the list of valid document types. Select the correct document type, then click OK .</p> <p>The Procurement Document Type Codes and their Descriptions are as follows:</p> <table><tr><td>PO</td><td>-</td><td>One Time Payment (Type 40)</td></tr><tr><td>POAVPY</td><td>-</td><td>Advance Payments (Type 41)</td></tr><tr><td>PORCUR</td><td>-</td><td>Cyclic Recurring Payments (Type 42)</td></tr><tr><td>POMULT</td><td>-</td><td>Multiple Payments (Type 43/47)</td></tr><tr><td>POMAST</td><td>-</td><td>Blanket Purchase Agreement Master (Type 45)</td></tr><tr><td>POCALL</td><td>-</td><td>Blanket Purchase Agreement Call (Type 45)</td></tr><tr><td>CONTRT</td><td>-</td><td>Non-Recurring Contract (Type 50)</td></tr></table>	PO	-	One Time Payment (Type 40)	POAVPY	-	Advance Payments (Type 41)	PORCUR	-	Cyclic Recurring Payments (Type 42)	POMULT	-	Multiple Payments (Type 43/47)	POMAST	-	Blanket Purchase Agreement Master (Type 45)	POCALL	-	Blanket Purchase Agreement Call (Type 45)	CONTRT	-	Non-Recurring Contract (Type 50)									
PO	-	One Time Payment (Type 40)																													
POAVPY	-	Advance Payments (Type 41)																													
PORCUR	-	Cyclic Recurring Payments (Type 42)																													
POMULT	-	Multiple Payments (Type 43/47)																													
POMAST	-	Blanket Purchase Agreement Master (Type 45)																													
POCALL	-	Blanket Purchase Agreement Call (Type 45)																													
CONTRT	-	Non-Recurring Contract (Type 50)																													
7.	<p>In the AWARD TYPE field, enter the applicable purchase order award type. Although the system defaults to 40', the entry can be changed. Double click on the field to view the list of valid award types. Select the valid award type, then click OK .</p> <p>The Procurement Award Types and their Descriptions are as follows:</p> <table><tr><td>40</td><td>-</td><td>One Time Vendor Payment (PO)</td></tr><tr><td>41</td><td>-</td><td>Advance Payments (POAVPY)</td></tr><tr><td>42</td><td>-</td><td>Automatic Cyclical Payments (PORCUR)</td></tr><tr><td>43</td><td>-</td><td>Recurring or more than 1 Vendor Payment Required(POMULT)</td></tr><tr><td>45</td><td>-</td><td>Blanket Purchase Agreements Master (POMAST)</td></tr><tr><td>45</td><td>-</td><td>Blanket Purchase Agreements Call (POCALL)</td></tr><tr><td>46</td><td>-</td><td>Delivery order against DOC Contract (CONTRT)</td></tr><tr><td>47</td><td>-</td><td>Utilities (POMULT)</td></tr><tr><td>50</td><td>-</td><td>All Contract Awards (CONTRT)</td></tr><tr><td>56</td><td>-</td><td>Task Orders with Individual SOW, PROP, and Negotiation Terms (CONTRT)</td></tr></table>	40	-	One Time Vendor Payment (PO)	41	-	Advance Payments (POAVPY)	42	-	Automatic Cyclical Payments (PORCUR)	43	-	Recurring or more than 1 Vendor Payment Required(POMULT)	45	-	Blanket Purchase Agreements Master (POMAST)	45	-	Blanket Purchase Agreements Call (POCALL)	46	-	Delivery order against DOC Contract (CONTRT)	47	-	Utilities (POMULT)	50	-	All Contract Awards (CONTRT)	56	-	Task Orders with Individual SOW, PROP, and Negotiation Terms (CONTRT)
40	-	One Time Vendor Payment (PO)																													
41	-	Advance Payments (POAVPY)																													
42	-	Automatic Cyclical Payments (PORCUR)																													
43	-	Recurring or more than 1 Vendor Payment Required(POMULT)																													
45	-	Blanket Purchase Agreements Master (POMAST)																													
45	-	Blanket Purchase Agreements Call (POCALL)																													
46	-	Delivery order against DOC Contract (CONTRT)																													
47	-	Utilities (POMULT)																													
50	-	All Contract Awards (CONTRT)																													
56	-	Task Orders with Individual SOW, PROP, and Negotiation Terms (CONTRT)																													

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
8.	<p>The MOD field will be blank if this is a new purchase order.</p> <p>Note: To make an amendment to the original/existing purchase order see the procedures for Section 13 - Amend/Modify a Purchase Order for information on changing an existing purchase order.</p>
9.	<p>The BPA field will be blank unless this is a BPA Master or BPA Call.</p> <p>Note: See the procedures for Section 14 - Entering a Blanket Purchase Agreement - Master and Section 15 - Entering a Blanket Purchase Agreement - Call for information on entering BPA Master and Call documents.</p>
10.	<p>In the FEEDER SYS NO field, reference a source document generated by a cuff or feeder system.</p> <p>Note: Leave this field blank until further notice.</p>
11.	<p>The OBLIG # field is system generated and displays the three field CSPS/CFS purchase order document number. The three fields are: 1) the primary CSPS/CFS document number, 2) the release number (used to identify BPA calls against the BPA Master. This may also be used to identify Task/Delivery Orders against a Contract in the future.), and 3) the amendment / modification number. When using the 1 PR TO 1 PO method to create a purchase order, the document number is assigned when the purchase order is populated with data from the linked requisition.</p>
12.	<p>The G/L field defaults to the last day of the current month and indicates the General Ledger month-end recording date for this transaction. Only valid G/L ending dates will appear in the list-of-values. The system prevents buyers from entering a future period G/L ending date by not including future dates in the list-of-values. A prior period G/L ending date can be used as long as the prior month remains open in the general ledger (i.e., it appears in the list-of-values).</p> <p>Note: Although the default entry can be overridden by selecting another valid entry from the list-of-values, the default date will generally be the correct date. In general, buyers should modify the default G/L date only for purchase orders created at the end of the Fiscal Year.</p>

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
13.	<p>The FY field defaults to the current fiscal year and indicates the Fund Code / Fiscal Year combination against which this transaction should be applied. Although the default entry can be overridden by entering another fiscal year, the default date will generally be the correct date.</p> <p>Note: In general, buyers should modify the default FY date only for purchase orders created at the end of the Fiscal Year.</p>
14.	<p>The TOTAL field is system generated and displays the total dollar amount of all line items entered on the purchase order.</p>
15.	<p>The DOC DATE field is system generated and displays the date when the document was created.</p>
16.	<p>The REF field will default based on the source reference information entered by the requisitioner on the linked requisition. If the REF field is blank, reference the Agency or Federal contract against which this order is placed (if applicable). This field can be used for searches but does not print on the CD-404.</p> <p>Note: The contract against which the order is placed is generated from data inserted into the reporting information on the SF-281 and CD.</p>
17.	<p>The NOT TO EXCEED field is enterable only when creating a BPA Master document. This field identifies the ceiling amount for a BPA.</p>
18.	<p>The EFFECTIVE FROM field defaults to the current date but can be overridden. Because there is no functionality associated with this date within the system, this field can be used at the buyer s discretion to document the beginning effective date of the order, the award date, etc.</p> <p>Note: The EFFECTIVE FROM and EFFECTIVE TO (see below) dates do not print on the CD-404 and are not intended to identify the period of performance <u>for the vendor</u>. Period of performance information should be included in either the leading/trailing paragraph information or the line item description(s).</p>

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
19.	<p>The EFFECTIVE TO field defaults to blank but can be overridden. In general, this field can also be used at the buyer's discretion to document an ending effective date (if applicable). This field does not print on the CD-404 nor does it have any financial effect.</p> <p>Note: If the requisitioner entered an EFFECTIVE TO date on the requisition, the system will prevent the buyer from creating a purchase order tied to that requisition after the EFFECTIVE TO date.</p>
20.	<p>The STATUS field is system generated and defaults to OPEN for new transactions. The system automatically updates the document status to CANCEL if the purchase order is disapproved. Otherwise, the status remains OPEN.</p>
21.	<p>The AS OF field is system generated and indicates the date the document's STATUS was last updated.</p>
22.	<p>The BUREAU field will default based on the Bureau Code entered by the requisitioner on the linked requisition. At this time, NOAA uses two Bureau Codes:</p> <p style="text-align: center;">14 - NOAA or 13 - BXA</p>

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
23.	<p>The system defaults the VENDOR information based on the vendor entered on the linked requisition. This information is edited to reflect the vendor's information who will receive the award. If the requisitioner did not identify/suggest the awarded vendor, the buyer must select a vendor from the list of CFS vendors. The buyer is also responsible for modifying the default vendor information to reflect the applicable information related to the current award.</p> <p>a. To insert a new vendor or change the suggested vendor, double click in the white box to the right of the VENDOR field name to view the list of vendors and their current purchasing addresses. The Vendor and Shipping Data Screen (FM041d p1) appears.</p> <p>b. To the right of the VENDOR field name are three untitled boxes. If the vendor number is known, then it can be entered directly into the first box. Otherwise, double click on the first white box to select the correct vendor/address from a list of values. Click OK. The system will populate the vendor data fields with information stored in CFS for that vendor.</p> <p style="padding-left: 40px;">Note: A vendor must be established in the CFS vendor database prior to award. To establish a vendor, see Section 16 - Set Up/Maintain Vendor.</p> <p>c. The DUNS NO field defaults based on the vendor information stored in CFS for the selected vendor. The DUNS NO is the vendor's Dun & Bradstreet identification number. If this number is incorrect, it must be modified via the CSPS/CFS Vendor Maintenance Screen (PM002).</p>

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
	<p>d. The CONTACT field defaults based on the vendor information stored in CFS for the selected vendor. The buyer can modify this field to identify a contact for this specific order.</p> <p>e. The FOB field defaults based on the vendor information stored in CFS for the selected vendor. FOB or Freight on Board indicates the terms of shipment. Valid entries are ORIGIN or DESTIN . The buyer can modify this field to indicate the specific terms for the order.</p> <p>f. In the VIA field, double click on the field to view the list of shipment methods. Select the correct shipment method and then click OK . This field is optional.</p> <p>g. In the FREIGHT TERMS field, enter the terms required for freight. This field is optional.</p> <p>h. The EXCHANGE COUNTRY CODE & EXCHANGE RATE fields default based on the vendor information stored in CFS for the selected vendor. The displayed information identifies the vendor s country code and the currency exchange rate for payments. The buyer can modify these fields to indicate the specific terms for the order.</p> <p>i. The TERMS1 fields default based on the vendor information stored in CFS for the selected vendor. The buyer can modify these fields to indicate the specific terms for the order.</p> <p>(i) In the NET DAYS field, indicate the number of days within which total payment is due after the invoice is received.</p> <p>Note: If the award type is 41, NET DAYS should be set to zero.</p> <p>(ii) In the DISCOUNT fields, indicate whether a percentage or flat dollar amount discount is offered by entering P or A and then indicate the corresponding percentage or amount.</p> <p>(iii) In the W/IN field, indicate the number of days after the invoice is received that the discount is valid.</p>

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
	<p>i. The TERMS2 fields also default based on the vendor information stored in CFS for the selected vendor. These fields indicate a second set of terms offered by the vendor and can be modified by the buyer for each specific order.</p> <p>j. Once the vendor information is complete, click the PREV button to return to FM041 p1.</p>
24.	The CONT OFC field is system generated and displays the buyer s contracting office code. This field cannot be modified.
25.	<p>In the NOTES field, double click on the field to access a text editor and record comments pertaining to the order. The field holds up to 240 characters. Click OK to save changes or CANCEL to ignore changes and return to FM041 p1.</p> <p>Note: If notes are recorded, the NOTES field on FM041 p1 will display an X .</p>

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
26.	<p>In the CLAUSES field, double click on the field to open the Alternative Clauses (FM041f) screen and identify FAR clauses and/or user defined line notes that are applicable to this order.</p> <p>a. In the CLAUSE # field, double click on the first blank row to view the list of FAR clauses and line notes. Select a clause/line note and click OK .</p> <p>b. The CLAUSE FLAG field defaults either to Y if the item selected in Step a is a FAR clause or to N if the item selected in Step a is a line note.</p> <p>Note: Clauses will print in the Terms and Conditions block of the CD-404 and line notes will print after the final line item on the CD-404.</p> <p>c. The SHORT DESCR field defaults based on the clause or line note selected in Step a . Double click on the field to open the text editor and view the short description of the clause or line note. Click OK to return to FM041f.</p> <p>d. The FULL TEXT field defaults based on the clause or line note selected in Step a . Double click on the field to open the text editor and view the entire clause or line note (if applicable). Click OK to return to FM041f.</p> <p>e. Repeat Steps a - d for each clause or line note that must be referenced on the purchase order. When all of the necessary clauses and line notes have been identified, click the PREV button to return to FM041 p1.</p> <p>Note: If clauses/line notes are incorporated, the CLAUSES field on FM041 p1 will display an X .</p>

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
27.	<p>In the ATTACHS field, double click to open the Attached Documents (FM041 c) screen and record the location of supporting documents (e.g., the statement of work) on the Local Area Network (LAN).</p> <p>a. In the NAME field, record the name of the file, including the extension.</p> <p>b. In the LOCATION field, record the drive and path where the document is located.</p> <p>c. Repeat Steps a - b for each supporting document. When all of the documents have been referenced, click the PREV button to return to FM041 p1.</p> <p>Note: If supporting documents are referenced, the ATTACHS field on FM041 p1 will display an X .</p> <p>Note: This field does not attach the documents within the system. It merely serves as a reference as to where to locate these documents.</p>
28.	<p>The ROUTING field is system generated and defaults to N (i.e., No) until the purchase order is fully approved. Once the purchase order is fully approved, the system automatically updates the field to Y .</p> <p>Note: Once the document is approved by the buyer, the system establishes the required approval routing and the buyer can double click on this field. The system calls the Document Approval Routing Screen (FM041h). On this screen, the system generated approval routing path and status can be viewed.</p>
29.	<p>Once all of the required information on FM041 p1 is complete, click the NEXT button to open FM041 p2 - The Line Items Screen.</p>
FM041 p2 - The Line Items Screen	

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
30.	<p>In general, the LINE # field is system generated and identifies the various line items on the purchase order. Line item numbers are assigned sequentially and are automatically resequenced when line items are added or deleted.</p> <p>The LINE # field is enterable if the buyer enters either a 0' to create a leading paragraph (header) or 999' to create a trailing paragraph (footer). Once either of these numbers are entered, only the DESCRIPTION field remains enterable. Leading paragraph (header) information prints before the line items on the CD-404 and trailing paragraph (footer) information prints after the line items on the CD-404.</p> <p>Note: If the award type is 41 or 41 P, a note must be placed in the header.</p> <p>Note: If the payment office code being used is not in the LOV, a note should be placed in the header to indicate which payment office the invoice should be sent.</p>
31.	<p>The PR field defaults to Y to indicate this purchase order line item is linked to a requisition line item.</p>

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION																											
32.	<p>The ITEM TYPE field will default based on the item type entered by the requisitioner on the linked requisition line item. However, <u>it is the buyer s responsibility to update the defaulted value with the correct item type.</u> In general, requisitioners will be trained to enter only two ITEM TYPES: GOODS and SERV. Procurement personnel will need to understand the purpose and system functionality associated with the various item types and enter the applicable value for each line item on a purchase order.</p> <p>Within the system, the item type serves multiple functions.</p> <p>a. It indicates the type of good/service for the line item.</p> <p>b. It denotes the document matching criteria required by the system (i.e., the combination of purchase order, receipt, and acceptance that must be matched against the invoice before the invoice can be released for payment). A 2-way match requires that the invoice is matched against a purchase order. A 3-way match requires that the invoice is matched against a purchase order and a receiving ticket. Finally, a 4-way match requires that the invoice is matched against a purchase order, a receiving ticket and acceptance.</p> <p>c. In some cases, it indicates special invoicing instructions.</p> <p>Double click on the ITEM TYPE field to view the list of item types. Select the correct item type, then click OK .</p> <p>The Procurement Item Types, their Descriptions and their Matching Criteria:</p> <table><tr><td>EQUIP4</td><td>Equipment</td><td>4-way match</td></tr><tr><td>EQUIP3</td><td>Equipment</td><td>3-way match</td></tr><tr><td>GOODS</td><td>Goods</td><td>3-way match</td></tr><tr><td>SERV</td><td>Services</td><td>3-way match</td></tr><tr><td>FR</td><td>Freight</td><td>2-way match</td></tr><tr><td>NMERC</td><td>Non-Merchandise Charges</td><td>2-way match</td></tr><tr><td>EXCISE</td><td>Federal Excise Tax</td><td>2-way match</td></tr><tr><td>TRADE</td><td>Trade-in Allowance</td><td>No-way match</td></tr><tr><td>SUPPLY</td><td>Supplies</td><td>No-way match</td></tr></table>	EQUIP4	Equipment	4-way match	EQUIP3	Equipment	3-way match	GOODS	Goods	3-way match	SERV	Services	3-way match	FR	Freight	2-way match	NMERC	Non-Merchandise Charges	2-way match	EXCISE	Federal Excise Tax	2-way match	TRADE	Trade-in Allowance	No-way match	SUPPLY	Supplies	No-way match
EQUIP4	Equipment	4-way match																										
EQUIP3	Equipment	3-way match																										
GOODS	Goods	3-way match																										
SERV	Services	3-way match																										
FR	Freight	2-way match																										
NMERC	Non-Merchandise Charges	2-way match																										
EXCISE	Federal Excise Tax	2-way match																										
TRADE	Trade-in Allowance	No-way match																										
SUPPLY	Supplies	No-way match																										

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
33.	<p>The COMMODITY field will default based on the commodity code entered by the requisitioner on the linked requisition line item. However, <u>it is the buyer s responsibility to update the defaulted value with the correct commodity code.</u></p> <p>In general, requisitioners will be trained to enter only one commodity code: G/S. Procurement personnel will need to understand the purpose and system functionality associated with the various commodity codes and enter the applicable value for each line item on a purchase order.</p> <p>Within the system, the commodity code serves multiple functions.</p> <ul style="list-style-type: none">a. It indicates the type of commodity.b. It indicates the applicable Prompt Payment Type code which triggers the system s Prompt Pay logic.

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION		
	Double click on the COMMODITY CODE field to view the list of commodity codes. Select the correct commodity code, then click OK .		
	The Commodity Codes & their Prompt Pay Type and Logic		
	ADVPAY (Immed. Pay)	NONE	Not subject to PPA requirements; no interest applied. Basis for payment is date of proper invoice.
	AGR (Agriculture)	AGR	PPA (Prompt Payment Act) requirements; interest penalty applied; 10 days to make payment. Basis for payment is date of delivery.
	CONSTR (Construction)	CONSTR	PPA requirements; interest penalty applied; 14 Days to make payment. Basis for payment is date of proper invoice.
	DAIRY (Dairy)	DAIRY	PPA requirements; interest penalty applied; 10 days to make payment. Basis for payment is date of proper invoice.
	G/S (Goods & Services)	STD	PPA requirements; interest penalty applied; 30 days to make payment. Basis is PP , later of the proper invoice rec d date or goods/serv rec d date or; 7 days to make payment. Basis for payment is acceptance date.
	MEAT (Meat Products)	MEAT	PPA requirements; interest penalty applied date of delivery.
	RAT (Ratifications)	NONE	Not subject to PPA requirements; no interest applied. Basis is date of invoice.
34.	The DUE DATE field will default based on the delivery date entered by the requisitioner on the linked requisition line item. The field indicates the date the line item is scheduled to be delivered by the vendor. This field may be overridden.		

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
35.	<p>The ACCEPT field defaults to 7' to indicate the number of days allowed for acceptance of the line item (i.e., the number of days required to fully receive, inspect and accept the items). Some items, such as computers delivered to a receiving dock and later delivered to the technical person for inspection, will require more than a 7 day acceptance period. The buyer must confirm or modify the default value based on standards or experience at NOAA.</p> <p>Note: An acceptance period differing from the standard must be negotiated with the vendor and indicated on the CD-404.</p>
36.	<p>The STATUS field is system generated and defaults to OPEN for new transactions. The system automatically updates the document status to CANCEL if the purchase order is disapproved. Otherwise, the purchase order s status remains OPEN .</p>
37.	<p>The AS OF field is system generated and indicates the date the line item s STATUS was last updated.</p>
38.	<p>In the PART# field, enter the manufacturer s part number for the line item (if applicable). This field does not print on the purchase order.</p> <p>Note: Optional if known, not require at this time.</p>
39.	<p>In the STOCK# field, enter the inventory stock number for the line item (if applicable). This field does not print on the purchase order.</p> <p>Note: Optional if known, not require at this time.</p>
40.	<p>In the INVENTORY: QTY field, enter the inventory quantity of the item being ordered (if applicable). This field is accessible only if a stock number for the item has been entered. This field does not print on the purchase order.</p> <p>Note: Optional if known, not require at this time.</p>
41.	<p>In the INVENTORY: UNIT field, enter the inventory unit (if applicable). This field does not print on the purchase order.</p> <p>Note: Optional if known, not require at this time.</p>

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
42.	<p>In the EMP# field, enter the employee number of the person who is the contact person for the purchase order line item. A list of values is available for this field by double clicking on it. This field does not print on the purchase order.</p> <p>Note: Optional if known, not require at this time.</p>
43.	<p>The DESCR field will default based on the description entered by the requisitioner on the linked requisition line item. Double click on the field to access a text editor and confirm/modify the line item description. The field holds up to 9 pages of text. Click OK to save changes or CANCEL to ignore changes and return to FM041 p2.</p> <p>Text from applications such as Word, WordPerfect and E-Mail, can be cut and pasted into the Description field. To cut/copy a description, highlight the relevant section with the cursor and press Control-X / Control-C . To paste a description, place the cursor in the destination field and press Control-V . Refer to Getting Started section for a discussion of this functionality.</p> <p>Note: To cut/copy and paste effectively, the Caps Lock must be off.</p> <p>Note: This field does not have a spell check, thesaurus, or electronic editor.</p> <p>Certain line items require that special instructions or directions be included in the Description field. For example, the requisitioner/buyer can identify the applicable contact individual and the division administrative office address.</p>
44.	<p>The TRADE IN check box will display a <input type="checkbox"/> if a trade in is entered on the Trade In and Discounts screen (FM041p3). Otherwise, the check box will remain blank.</p> <p>Note: This check box is specific to each line item.</p>
FM041i - Other Line Item Information Screen	

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
45.	<p>Double click on the OTHER INFO field to access the Other Line Item Information (FM041i) screen to enter additional information about the purchase order. Some fields in this pop-up screen will default based on information associated with the buyer. The buyer should enter/confirm these fields as indicated below.</p> <ul style="list-style-type: none"> a. The DOCUMENT MATCHING field defaults to Y indicating that the standard matching criteria associated with the line item ITEM TYPE will be required for this line item. The standard matching criteria should always be used unless Finance communicates differently. <ul style="list-style-type: none"> (i) RT field indicates if a Receiving Ticket is necessary to release the document for payment. (ii) AC field indicates if Acceptance is necessary to release the document for payment. (iii) AP field indicates if Invoice is necessary to release the document for payment. b. The HOLDBACK field defaults to NONE indicating that the system should not calculate an automatic holdback (retainage) during the payment process. If a holdback should be calculated by the system, click either the DOLLARS or PERCENT field and enter the corresponding value in the AMOUNT field. Do not use this field if retainages will be identified on a case by case basis by the contracting officer or their representative. c. In the PSC CODE field, double click on the field to access a list of product service codes. Select the applicable product service code for the line item and then click OK . d. The PAYMENT OFFICE fields default based on information associated with the buyer. The primary purpose of the payment office information is to identify the name and address of the Finance Office responsible for processing the payment of the purchase order. The system, however, also prints the payment office name and address on the purchase order as the invoice address. e. Double click on the PAYMENT OFFICE field to view the list of payment office codes. Select the correct code and then click OK .

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION										
	<p>The Payment Office Codes and their Descriptions:</p> <table border="0"> <tr> <td>CASC</td><td>Central Administrative Support Center</td></tr> <tr> <td>EASC</td><td>Eastern Administrative Support Center</td></tr> <tr> <td>HQS</td><td>Office of Finance and Administration</td></tr> <tr> <td>MASC</td><td>Mountain Administrative Support Center</td></tr> <tr> <td>WASC</td><td>Western Administrative Support Center</td></tr> </table> <p>e. In the ASSET CATEGORY field, enter the code that indicates the major asset category for the line item (if applicable). This field does not print on the purchase order.</p> <p>Note: Optional if known, not required for this item.</p> <p>f. In the INDICATOR field, enter the general category of the equipment and its use (if applicable). This field does not print on the purchase order.</p> <p>Note: Optional if known, not required for this item.</p> <p>g. In the AIN field, enter the asset identification number for the item (if applicable). This field does not print on the purchase order.</p> <p>Note: Optional if known, not required for this item.</p> <p>h. The SUGGESTED DELIVERY DATE field will default based on the delivery date requested by the requisitioner on the linked requisition line item. The field indicates the date the line item is requested to be delivered by the vendor. This field may be overridden.</p> <p>i. The DELIVERY POC fields will default based on the delivery point-of-contact information entered by the requisitioner on the linked requisition line item. Double click on the DPOC NO field to access a list of employees and confirm/modify the delivery point-of-contact information.</p> <p>Note: The employee identified as the delivery point-of-contact (DPOC) receives electronic notification via the system messaging function when the goods/services are recorded as received on the CFS Receiving Ticket Screen (PM030).</p>	CASC	Central Administrative Support Center	EASC	Eastern Administrative Support Center	HQS	Office of Finance and Administration	MASC	Mountain Administrative Support Center	WASC	Western Administrative Support Center
CASC	Central Administrative Support Center										
EASC	Eastern Administrative Support Center										
HQS	Office of Finance and Administration										
MASC	Mountain Administrative Support Center										
WASC	Western Administrative Support Center										

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
	Note: The name of the employee identified as the DPOC is printed on the CD-404 next to the Ship To address as the person the vendor should contact for delivery information.
46.	Click PREV to return to FM041 p2.
FM041 p2 - Line Items Screen	
47.	<p>The RI MTH (Receipt/Invoice Method) field will default with a Q to indicate a quantity based transaction. If the line item is to be processed as a quantity based transaction, leave this field equal to a Q . If the line item is to be processed as a dollar based transaction, change the default to a D . The value chosen determines how the line item will be handled by finance personnel. For the most part, a line item that has a quantity of 1 should be marked as a dollar based transaction.</p> <p>Note: Line items marked as dollar based transactions will always have a quantity of 1. For example, if a line item with a quantity of 10 @\$10 is marked as a dollar based transaction, the system will automatically change the line item s quantity to 1 and the unit price to \$100. The quantity field will also be protected and unable to be changed.</p> <p>Note: If a line item has a quantity of 1 and the user tabs through the line item s control block, the system will automatically change the line item s RI MTHD field to a D . If the line item is to be processed as a quantity based transaction, simply change the RI MTHD field to a Q .</p>
48.	<p>The RI ACT field will default with an N until either electronic receipt or invoice has been both recorded and approved. Once this occurs, the system will automatically update this field with a Y .</p> <p>Note: This update will occur prior to payment.</p>
49.	The QUANTITY field will default based on the quantity entered by the requisitioner on the linked requisition line item. The buyer can reduce the quantity, if necessary, but the system will not allow the quantity to be increased (at this time. This issue will be corrected.)

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
50.	<p>The UNIT field will default based on the unit of measure information entered by the requisitioner on the linked requisition line item. Double click on the field to access a list-of-values for the field and confirm/modify the default code. Click OK to save changes or CANCEL to ignore changes.</p> <p>Note: At this time, the buyer can change the unit of measure only if the change does not require the quantity to be increased.</p>
51.	<p>The ORIGINAL UNIT PRICE will default based on the unit price information entered by the requisitioner on the linked requisition line item. The buyer may modify the unit price; however, the new amount may not exceed the system established tolerances.</p>
52.	<p>The UNIT PRICE field will default based on the unit price information entered by the requisitioner on the linked requisition line item. This field is not modifiable. It reflects whether a Discount has been entered on FM041 p3. For more information reference procedures Section 11.10 - Entering Trade-In and Discount Information . If no discount has been entered than the UNIT PRICE and ORIGINAL UNIT PRICE are equal.</p>
53.	<p>The ITEM TOTAL field is system generated and displays the extended amount of the line item.</p>
FM041b - Line Item Account Distribution	

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
54.	<p>Double click on the ACCS field to access the Line Item Account Distribution (FM041 b) screen and view the accounting information for the line item. All fields in this pop-up screen will default based on the information entered by the requisitioner on the linked requisition line item. The buyer should confirm/modify these fields as indicated below.</p> <p>Note: The NOAA business rules prohibit buyers from modifying the ACCS accounting information without supporting documentation (except for the Object Class and User Defined fields as indicated below).</p> <ol style="list-style-type: none"> a. The purchase order MDL field is system generated and identifies the Multiple Distribution Line (MDL) number. Multiple Distribution Lines are used to allocate funding for each line item across one or more projects, organizations, etc. One MDL contains one ACCS code and associated information. Up to 99 multiple ACCS may be used. b. The purchase order % field will default based on the MDL % entered by the requisitioner on the linked requisition line item. The % field identifies the percentage of the line item to be distributed to a single accounting classification code structure (ACCS). In general, buyers should not modify this field. c. The purchase order QTY field will default based on the quantity entered by the requisitioner on the linked requisition line item. The quantity fields indicates the quantity of the line item to be distributed to a single ACCS. In general, buyers should not modify this field. d. The purchase order \$ field is system generated and displays the extended (i.e., total) amount distributed to a single ACCS. e. The purchase order ACCS field will default based on the ACCS entered by the requisitioner on the linked requisition line item. The ACCS identifies the funding that will be charged for the MDL amount. Double click on the field to view the entire ACCS. The ACCS includes the following codes: BUREAU, PROJECT, TASK, FUND, PROGRAM, ORGANIZATION, OBJECT CLASS and a USER DEFINED field. In general, buyers should not modify the ACCS fields without proper documentation such as modifying incorrect object class codes if finance personnel indicate the correct codes during the requisition approval process.

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
	<p>Note: The buyer must modify the USER DEFINED FIELD to input the employee number of the Contracting Officer. The Contracting Officer will then be the approver for this document.</p> <p>f. The PR # field is system generated and displays the document number and amendment number of the linked requisition line item.</p> <p>g. The PR TYPE field is system generated and displays the document type of the linked requisition line item.</p> <p>h. The PR ITEM field is system generated and displays the item type of the linked requisition line item.</p> <p>i. The PR MDL field is system generated and displays the MDL number of the linked requisition line item.</p> <p>j. The ACCEPTANCE EMP field will default based on the acceptance employee <u>entered</u> by the requisitioner on the linked requisition line item. Double click on the field to view a list of employees and confirm/modify the designated individual.</p> <p>Note: The individual identified as the acceptance employee on FM041 is the only person who will be able to accept/reject the goods or service.</p> <p>k. The RECEIVING OFFICE field will default based on the receiving office code entered by the requisitioner on the linked requisition line item. Double click on the field to view a list of receiving office codes and confirm/modify the existing code. The receiving office code identifies the name and address of the office assigned to receive the goods/service and prints on the CD-404 in the Ship To block. Reference procedures Section 11.5 - Entering a Purchase Order (not Based on a Purchase Request or RFQ) Step 51, sub-steps g - i for details on entering a Private Receiving Office address.</p> <p>l. Repeat Steps a - k for each MDL associated with the linked requisition line item.</p>
55.	Repeat Steps 30 - 54' for each line item associated with the linked requisition document.

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
53.	Once all of the information on FM041 p2 is complete, click the PREV button to return to FM041 p1.
FM041 p1 - Purchase Order Screen	
	<p>a. Reference procedures Section 11.5 - Entering a Purchase Order (not Based on a Purchase Request or RFQ) Step 51 for details on using the Document Review Routing feature.</p> <p>b. In the APPROVED field, click the field or press the space bar to automatically calculate the ESTIMATED CONTRACT LIFE \$ field. If the field was calculated/entered previously, proceed to Step c . Otherwise, proceed to Step d .</p> <p>c. The ESTIMATED CONTRACT LIFE \$ will default based on the total dollar amount of all the line items on the purchase order. Unless there are options associated with the purchase order, the default amount will not need to be modified.</p> <p>Note: The value in the ESTIMATED CONTRACT LIFE \$ field determines whether the SF-281 or CD-409 reporting is required.</p> <p>d. Click the APPROVED field again to indicate that the document is complete and that the reporting/approval process can begin. The system will display the applicable reporting screen. See Procedures 11.11 - Completing the SF-281 Report or 11.12 - Completing the CD-409 Report to complete the reporting information.</p>

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

**11.7 Entering a
Purchase Order
Based on a
RFQ**

This procedure describes the steps necessary to enter a purchase order based on a purchase request that was processed via the CSPS RFQ process.

Note: Because the process for creating a purchase order based on a requisition that was competed is very similar to the process for creating a purchase order based on a requisition that was not competed, only the differences between the two processes are outlined below. Reference procedures 11.5 steps 1 to 27 and Section 11.6 - Entering a Purchase Order Based on a Purchase Request (No RFQ) for additional information on entering a purchase order.

STEP		ACTION
FMR041 - Purchase Order Preview Screen		
1.		Note: The Step numbers correspond with the steps in Section 11.6 - Entering a Purchase Order Based on a Purchase Request (No RFQ) . Click on the NEW PO button to create a new purchase order.
2.		FM041 appears.
FM041 p1 - The Main Screen		
3		Do not click the 1 PR TO 1 PO field to select a requisition from the list of available documents. Leave the 1 PR TO 1 PO field blank. The 1 PR TO 1 PO feature is not used when a requisition document is processed through the RFQ screens, data from the requisition will not populate the purchase order fields on FM041 p1. Therefore, the buyer must enter all of the necessary data on FM041 p1.
4.		When the 1 PR TO 1 PO feature is not used, the 1 TO 1 PR DOC NO field will be blank.
23.		In the VENDOR fields, the buyer must enter the vendor/vendor address flagged for award following the RFQ process. All of the additional information outlined in Step 23 remains applicable.

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
FM041 p2 - The Line Items Screen	
31.	<p>In the PR field, enter a Y and double click to open the All Open Purchase Requests Screen (FM050) and view the available requisition/RFQ line items.</p> <p>a. Once a line item from the applicable requisition/RFQ is identified, double click on the QUANTITY field. This action will close the FM050 screen and open the Available Purchase Request Line Items (FM041e) screen.</p> <p>b. Click the PREV button to close the FM041e screen and return to the FM041 p2 screen.</p> <p>Note: When the buyer returns to the FM041 p2 screen, all of the line item fields will be populated with the applicable data from the requisition and the winning RFQ vendor response. The buyer should follow the remaining steps outlined in procedure Section 11.5 - Entering a Purchase Order (not Based on a Purchase Request or RFQ) .</p> <p>Repeat Step 31 for each requisition/RFQ line item that needs to be pulled onto the purchase order.</p>

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

- 11.8 Entering a Purchase Order Based on Multiple Requisition Line Items**
- This procedure describes the steps necessary to enter a purchase order based on multiple requisition line items.
- Note: The process for entering a purchase order based on multiple requisition line items combines the steps outlined in procedure Section 11.5 - Entering a Purchase Order (not Based on a Purchase Request or RFQ) with the steps outlined in procedure Section 11.7 - Entering a Purchase Order Based on a RFQ and the steps outlined in procedure Section 11.5 - Entering a Purchase Order (not Based on a Purchase Request or RFQ) .

STEP	ACTION
1.	<p>Follow procedures Section 11.5 - Entering a Purchase Order (not Based on a Purchase Request or RFQ) to begin creating the purchase order. Then, the requisition line items must be linked to a purchase order one line item at a time using the PR = Y process outlined in Step 31 of procedure Section 11.7 - Entering a Purchase Order Based on a RFQ .</p> <p>After linking each applicable requisition line item to the purchase order, the buyer must review each line item and make the necessary updates outlined in procedure 11.6 - Entering a Purchase Order Based on a Purchase Request (No RFQ) .</p>

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

- 11.9 Viewing a Purchase Order** This procedure describes the steps necessary to view an awarded or unawarded purchase order while editing an existing unawarded purchase order.

STEP		ACTION
FMR041 - Purchase Order Preview Screen		
1.		If the document is ACTIVE and appears on FMR041, highlight the document to be viewed or edited.
2.		Click on the VIEW/EDIT button.
3.		FM041 appears.
4.		View or make any necessary changes.
5.		Click PREV to exit FM041 or click on the Exit icon on the toolbar to return to FMR041.
6.		<p>To view or edit other documents, click the ACTION LIST drop-down menu. Select the desired option (ACTIVE, BPA MASTER, BPA CALL, CLOSED, ON HOLD, ALL).</p> <p>Note: Selecting the ALL option, allows the user to see all documents in every contracting office, with every status and every document type.</p>
7.		If the screen does not automatically execute the search, click the Execute Action button (i.e., the lightning bolt button) to initiate the search. The documents should appear sorted by option on the screen.

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

- 11.10 Entering Discount and Trade-In Information** This procedure describes the steps necessary to enter Discount/Trade-In information. This information is entered on the FM041 p3 screen by using the Trade-In/Discount Icon on FM041p2.

FM041 p3 - Discount and Trade In Information

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
1.	<p>To enter a Trade-In or Discount click on the Money bag Icon on the toolbar in FM041 p2. FM041 p3 appears.</p> <p>Note: Any discounts entered on the FM041 p3 will be reflected on FM041 p2 at the line item level and on FM041b at the MDL level. The new discounted value will appear in the UNIT PRICE on FM041p2.</p> <p>Note: Trade-ins do not have an immediate financial impact in the system as opposed to discounts which do have an immediate financial impact. Thus, discounts will appear on FM041 p2 and trade-ins will not appear on FM041 p2. Nonetheless, both trade-ins and discounts will be printed on the CD-404.</p> <p>Note: If a line item is marked as a trade-in and the object class is 312X (i.e 31-20, 31-21, etc), the item must be entered as a discount on the discount and trade-in screen.</p>
2.	<p>The DOCUMENT NO. field displays the FM041p1 obligation number.</p>
3.	<p>Note: The FM041 p3 screen is divided into an upper section which is referred to as the control section where control discounts may be applied to selected or all items. The lower section of the screen is where individual line item discounts and trade-ins may be entered.</p> <p>To enter control level discounts refer to Step 4.</p> <p>To enter individual line item discounts refer to Step 5.</p> <p>To enter trade-ins, see Step 6.</p> <p>To enter a volume discount, go to Step 7.</p> <p>For information on how to delete an entry see Step 8.</p>

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION	
	IF...	THEN...
4a.	A buyer needs to enter a Control DISCOUNT PERCENT or DISCOUNT AMOUNT and s/he would like to apply that discount to All Items ...	<p>a. In the Control DISCOUNT PERCENT or DISCOUNT AMOUNT field, enter a Control discount percent/amount and click on the ALL ITEMS radio button.</p> <p>b. Click the RECALCULATE button.</p> <p>Note: All line item s DISCOUNTED UNIT PRICE will reflect this discount.</p>

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION	
	IF...	THEN...
<p>4b.</p>	<p>A buyer needs to enter a Control DISCOUNT PERCENT or DISCOUNT AMOUNT and s/he wants to apply the discount to selected line items ...</p>	<p>a. In the Control DISCOUNT PERCENT or DISCOUNT AMOUNT field, enter a Control discount percent/amount and verify that the SELECTED ITEMS radio button has been clicked.</p> <p>b. For each line item that the discount will be applied, click the DISCT Y/N flag at the line item level. All items with the DISCT Y/N flag checked will have the Control DISCOUNT PERCENT or DISCOUNT AMOUNT applied to the ORIGINAL UNIT PRICE.</p> <p>c. Click the RECALCULATE button.</p> <p>d. Once all information is complete, click the OK button to return to FM041 p2.</p> <p>Note: All selected line items will now reflect this discount.</p> <p>Note: All discount percentages entered must be in the range of .0000 and 99.99.</p>

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION	
	IF...	THEN...
5.	A buyer needs to enter an individual DISCOUNT PCT(%) or DISCOUNT AMOUNT at the line item level..	<p>a. Click on the individual line item s DISCOUNT PERCENT or DISCOUNT AMOUNT field and enter the line item s specific discount percent/amount.</p> <p>b. Click the RECALCULATE button.</p> <p>c. Once all information is complete, click the OK button to return to FM041 p2.</p> <p>Note: The DISCOUNTED UNIT PRICE will reflect the Individual DISCOUNT be it a percentage or an amount. The FINAL UNIT AMOUNT is calculated based upon the QUANTITY and the new DISCOUNTED UNIT PRICE.</p> <p>Note: All discounts amounts entered must be greater than zero and less than the unit price of the line item to which the discount is being applied.</p> <p>Note: All discount percentages entered must be in the range of .0000 and 99.99.</p>

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION	
	IF...	THEN...
6.	A buyer needs to enter a Trade-In...	<p>a. In the TRADE-IN INFORMATION field, enter both the QUANTITY and original unit price of the trade-in. The FINAL UNIT AMOUNT calculates based on the trade-in quantity and unit price</p> <p>b. Click on the TRADE-IN DESCRIPTION field. Enter the trade-in s description.</p> <p>c. Click the RECALCULATE button.</p> <p>d. Once all information is complete, click the OK button to return to FM041 p2.</p> <p>Note: To view a trade-in description for a line item, place the cursor in the ITEM NO field of that line item. The description will then appear in the TRADE-IN DESCRIPTION field.</p>

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION	
	IF...	THEN...
7.	A buyer wants to apply a volume discount...	<p>a. In the VOLUME DISCOUNT PCT field, enter the percentage.</p> <p>b. Click the RECALCULATE button. The total field will reflect the volume discount.</p> <p>c. Click the OK button to save and to return to FM041 p2.</p> <p>Note: The volume discount is applied in addition to the other existing discounts and trade-ins.</p>

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION	
	IF...	THEN...
<p>8a.</p>	<p>A user has entered a discount percent or amount and would like to erase the discounts for all items and enter new discounts, trade-ins...</p>	<ol style="list-style-type: none"> a. Click the Control DISCOUNT PERCENT or DISCOUNT AMOUNT field and enter a '0' or leave the control fields blank (null). Click the ALL ITEMS radio button. b. Click the RECALCULATE button. c. A message appears which states that the Control discount fields are null. d. The user can either click YES to erase all the discounts, excluding volume discount, or NO to maintain the discounts. e. Note: The specific line item total will no longer include a discount. f. Once all information is complete, click the OK button to return to FM041 p2.

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION	
	IF...	THEN...
<p>8b.</p>	<p>A user has entered a discount percent or amount and would like to erase selected discounts and enter new discounts, trade-ins...</p>	<ol style="list-style-type: none"> a. Click the Control DISCOUNT PERCENT or DISCOUNT AMOUNT field and enter a '0' or leave the control fields blank (null). Click the SELECTED ITEMS radio button. b. Click the DISCT Y/N flag at the line item level for the specific line items with discounts which must be erased. c. Click the RECALCULATE button. d. A message appears which states that the Control discount fields are null. e. The user can either click YES to erase specific discounts, excluding volume discount, or NO to maintain the discounts. f. Note: The specific line item total will no longer include a discount. g. Once all information is complete, click the OK button to return to FM041 p2.

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
9.	Note: The user cannot enter both a Control DISCOUNT PERCENT and a Control DISCOUNT AMOUNT simultaneously. If a discount percent is entered, and then a discount amount is entered, the former will be erased. The discounts are not combined, but rather will replace each other. However, a volume discount is the only discount which is added in addition to the other discounts.

COMMERCE SMALL PURCHASES SYSTEM (CSPS) PROCUREMENT DESK PROCEDURES

- 11.11 Completing the SF-281 report** This procedure describes the steps necessary to enter the SF-281 reporting information. This information is required for purchase orders with a total estimated dollar amount of \$25,000 or less or a modification to those orders regardless of values.

The system will edit the code as it is being input once the approval button is checked. The system will specify errors to be corrected.

FM041 p - SF-281 - PO Reporting Information

PO REPORTING INFORMATION (FM041P VER-0.0.0.0) FORM: SF-281

ORDER TYPE: 1

TYPE OF CONTRACTOR: A

CONTRACT KIND: D

PREFERENCE PROGRAM: B

COMPETITION: B

PSC CODE: 1005

DOCUMENT NO: 40TXNA001887

MODIFICATION NO: 0

AGENCY: 1330

AWARD DATE: 06-MAR-2000

REPORTING PERIOD: 20002

ORDERED AGAINST:

DOLLARS OBLIGATED: \$100

PMAT: SAVINGS \$ 0 SAVINGS CAT COMPLEXITY 1

☒ DATA COMPLETE

PREV CANCEL

STEP	ACTION
1.	In the ORDER TYPE field, select the applicable order type. Double click on the field to access a list of valid order types.
2.	In the TYPE OF CONTRACTOR field, select the valid contractor type code. Double click on the field to access a list of valid contractor type codes.
3.	In the CONTRACT KIND field, enter the valid contract action type entry. Double click on the field to access a list of valid contract kinds.

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
4.	In the PREFERENCE PROGRAM field, select the correct preference program code. Double click on the field to access a list of valid preference program codes.
5.	In the COMPETITION field, identify the extent of competition for the purchase order. Double click on the field to access a list of valid ranges.
6.	In the PRODUCT & SERVICES CODE field, select the appropriate PSC code. Double click on the field to access a list of PSC codes.
7.	The DOCUMENT NO , MODIFICATION NO , and AGENCY fields are all system generated.
8.	In the AWARD DATE field, enter the current date. The date must be entered as DD-MON-YYYY .
9.	The REPORTING PERIOD and DOLLARS OBLIGATED fields are both system generated.
10.	In the ORDERED AGAINST field, enter the contract ordered against number (i.e., the GSA schedule number, the DOC contract number, etc.), if applicable. This field will not be enterable for certain types of orders.
11.	In the PMAT SAVINGS \$ field, enter the correct performance measurement analysis tool savings amount.
12.	In the PMAT SAVINGS CAT field, enter the appropriate performance measurement analysis tool savings category selection. Double click on the field to access a list of all savings category selection codes. This field will not be available if no savings have been entered.
13.	In the PMAT COMPLEXITY field, enter the correct value for the performance measurement analysis tool complexity category. Double click on the field to access a list of all valid selections.
14.	Upon completing all fields on the SF-281 , press the space bar or click the mouse to check the DATA COMPLETE field.

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
15.	<p>Click the PREV button to begin the funds availability and document approval processes. The system will first validate that sufficient funds exist. If so, the system will then establish the required approval routing and the purchase order fields will become non-editable.</p> <p>Note: To begin the funds availability checking process, the buyer must: 1) click the APPROVED button on FM041 p1 to enter the applicable reporting screen, 2) enter all of the reporting data and click DATA COMPLETE, and 3) click the PREV button.</p>

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

- 11.12 Completing the CD-409 report** This procedure describes the steps necessary to enter the CD-409 reporting information. This information is required for purchase orders with a total estimated dollar amount greater than \$25,000 or modifications to those orders regardless of value.

FM0411 p1 - CD-409 - PO Reporting Information

PO REPORTING INFORMATION (fm0411 p1)

FORM: CD-409 INDIVIDUAL CONTRACT ACTION

REPORTING AGENCY 0501 RECORD TYPE A ORDER TYPE 1 DAO

DOCUMENT # 40DSAB900900 OBL \$ \$0

MODIFICATION # 0 OBL TYPE A

CONTRACTING OFFICE 000DS PSC CODE 7035

AWARD DATE 16-FEB-1999 SIC CODE 0111

REPORT PERIOD 19992 COMM ITEM Y

CONTRACT ACTION A RGA N

ORDERED AGAINST FOREIGN N

READY REQ DATE 15-FEB-1999 MULTI YEAR N

EST CONTR LIFE \$ \$25,600

VENDOR: DUNS # 123456787 NAME GENERAL ANALYTICS CORPORATION

PHONE 703-847-4660 DIVISION GENERAL

ADDRESS PURCHASE ADDRESS

ADDRESS2

CITY MCLEAN STATE VA ZIP CODE 22101

PPP: STATE/COUNTRY 11 CITY/COUNTY 50000

NEXT PREV CANCEL

STEP	ACTION
1.	The REPORTING AGENCY is system generated field.
2.	In the RECORD TYPE field, select the applicable record type. Double click on the field to access a list of valid record types.
3.	In the ORDER TYPE field, select the proper order type. Double click on the field to access a list of valid order types.
4.	In the DAO field, enter Y if this order is a departmental administrative order or enter N if this order is not a departmental administrative order.

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
5.	The DOCUMENT NO , MODIFICATION NO , and CONTRACTING OFFICE fields are all system generated.
6.	In the AWARD DATE field, enter the current date. The date must be entered as DD-MON-YYYY .
7.	In the CONTRACT ACTION field, enter the valid contract action code. Double click on the field to access a list of valid contract action codes.
8.	In the ORDERED AGAINST field, enter the contract ordered against number (i.e., the GSA schedule number, the DOC contract number, etc.) if applicable. This field may not be enterable for certain types of orders.
9.	In the READY REQ DATE field, enter the current date. The date must be entered as DD-MON-YYYY .
10.	The EST CONTR LIFE \$ field should default based on the estimated contract life amount entered on FM041 p1.
11.	The OBL \$, and OBL TYPE are all system generated.
12.	In the P&S CODE field, select the appropriate PSC code. Double click on the field to access a list of valid PSC codes.
13.	In the SIC CODE field, select the appropriate SIC code. Double click on the field to access a list of valid SIC codes.
14.	In the COMM ITEM field, enter Y if the purchase order item is a commercial item acquisition. If the purchase order item is not a commercial item acquisition, enter N .
15.	In the RGA field, enter Y if the purchase order is a revenue generating agreement. If the purchase order is not a revenue generating agreement, enter N .
16.	In the FOREIGN field, enter Y if a foreign country helped finance this action. If a foreign country did not help finance this action, enter N .
17.	In the MULTI YEAR field, enter Y if this is a multi-year contract. If the purchase order action is not a multi-year contract, enter N .
18.	The VENDOR: DUN #, NAME, PHONE, DIVISION, ADDRESS, ADDRESS2, CITY, STATE , and ZIP CODE fields are all system generated.
19.	In the PPP: STATE/COUNTRY field, select the proper state or country abbreviation. Double click on the field to access a list of valid selections.

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
20.	In the CITY/COUNTY field, select the corresponding city/county. Double click on the field to access a list of valid selections.
21.	Click on the NEXT button to go to Page 2 of the CD-409 Reporting Information.

FM0411 p2 - CD-409 - PO Reporting Information

PO REPORTING INFORMATION (fm0411 p2)

MFRG COUNTRY	US	EXTENT COMPLETED	A
SYNOPSIS CODE	C	CONTRACTOR TYPE	B
CONTRACT TYPE	J	MINORITY	N
CICA	A	WOMAN-OWNED	Y
SOLICIT PROCED	A	PREFERENCE PROGRAM	H
NON-COMPETE AUTH		SUBCONTRACT PLAN	B
# OFFERS	A	LABOR STATUTES	A

EST COMPLETION DATE	18-FEB-1999	VENDOR TIN	123543214
COMMON PARENT NAME			
COMMON PARENT TIN		CONTRACT SPEC INITIALS	JLR
CONTRACTING OFFICER	RORSTROM LEE, JERALDINE	PHONE	301-713-0856
COTR			
PMAT: SAVINGS \$	0	SAVINGS CAT	
		COMPLEXITY	1

☐ DATA COMPLETE

NEXT PREV CANCEL

STEP	ACTION
22.	In the MFRG COUNTRY field, select the appropriate country of manufacture. Double click on the field to access a list of valid selections.
23.	In the SYNOPSIS CODE field, select the appropriate synopsis category code. Double click on the field to access a list of valid selections.
24.	In the CONTRACT TYPE field, select the appropriate contract type. Double click on the field to access a list of valid selections.
25.	In the CICA field, select the appropriate CICA applicability code. Double click on the field to access a list of valid selections.

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
26.	In the SOLICIT PROCED field, select the appropriate solicitation procedures code. Double click on the field to access a list of valid selections.
27.	In the NON-COMPETE AUTH field, select the appropriate authority code. Double click on the field to access a list of valid selections.
28.	In the # OFFERS field, select the appropriate offers received code. Double click on the field to access a list of valid selections.
29.	In the EXTENT COMPETED field, identify the extent of competition for the purchase order. Double click on the field to access a list of valid ranges.
30.	In the CONTRACTOR TYPE field, select the appropriate contractor type code. Double click on the field to access a list of valid selections.
31.	The MINORITY field is a system default.
32.	The WOMAN-OWNED field is a system default.
33.	In the PREFERENCE PROGRAM field, select the appropriate preference program code. Double click on the field to access a list of valid code.
34.	In the SUBCONTRACT PLAN field, select the appropriate subcontracting plan code. Double click on the field to access a list of valid selections.
35.	In the LABOR STATUTES field, select the appropriate labor statutes code. Double click on the field to access a list of valid selections.
36.	In the EST COMPLETION DATE field, enter the estimated completion date. The date must be entered as DD-MON-YYYY .
37.	The VENDOR TIN, COMMON PARENT NAME, COMMON PARENT TIN, CONTRACT SPEC INITIALS, CONTRACTING OFFICER and PHONE fields are all system generated.
38.	In the COTR field, enter the Contracting Officers s Technical Representative s Name. This field is optional.
39.	In the PMAT SAVINGS \$ field, enter the correct performance measurement analysis tool savings amount.
40.	In the PMAT SAVINGS CAT field, enter the appropriate performance measurement analysis tool savings category selection. Double click on the field to access a list of all savings category selection codes.

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
41.	In the PMAT COMPLEXITY field, enter the correct value for the performance measurement analysis tool complexity category. Double click on the field to access a list of all valid selections. This field is only active is the SAVINGS are greater than 0.
42.	Upon completing all fields on the CD-409, press the space bar or click the mouse to check the DATA COMPLETE field.
43.	<p>Click the PREV button to begin the funds availability and document approval processes. The system will first validate that sufficient funds exist. If so, the system will then establish the required approval routing and the purchase order fields will become non-editable.</p> <p>Note: To begin the funds availability checking process, the buyer must: 1) click the APPROVED button on FM041 p1 to enter the applicable reporting screen, 2) enter all of the reporting data and click DATA COMPLETE, and 3) click the PREV button.</p>

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

- 11.13 Printing (Running) the CD-404 Report** This procedure describes the steps necessary to run the PR701 - CD-404 Purchase Order report.

PR701 - Runtime Parameter Form (CD404 Purch Order)

STEP	ACTION
1.	<p>To run the PR701 - CD-404 Purchase Order report,</p> <ol style="list-style-type: none"> Click the Printer icon in the toolbar while the FM041 p1 window is open and active, or From the Main Menu, select Reports. From the Reports menu, select Procurement. From the Procurement menu, select PR701 - CD-404 Purch Order .
PR701: Runtime Parameter Form	

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
2.	<p>To select the destination of the report, click the pull down menu in the DESTINATION field and select the appropriate destination:</p> <ul style="list-style-type: none"> a. To view the report on the screen, select Screen . b. To send the report to a specific file, select File . c. To send the report to the printer, select Printer . d. To send the report to a mail file, select Mail . e. To view the report on the screen, select Preview . <p>After selecting the destination, go to Step 3.</p>
3.	<p>To run a report that contains a specific bureau, click the pull down menu in the BUREAU field and select the appropriate bureau.</p> <p>Note: To run a report for all bureaus, select All .</p>
4.	<p>To run a report for a specific document, click the pull down menu in the DOCUMENT field and select the appropriate document.</p> <p>Note: To run a report for all documents, select All .</p>
5.	<p>Click the RUN REPORT pushbutton to execute the selection made. Proceed to Step 7.</p>
6.	<p>Click the CANCEL pushbutton to cancel the report selections made.</p> <p>Note: Upon clicking the CANCEL button the Runtime Parameter Form will close and exit the user to the last active screen.</p>

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION	
	IF...	THEN...
7.	<p>The destination selected is Screen or Preview ...</p> <p>and</p> <p>The RUN REPORT pushbutton is clicked...</p>	<p>a. To go to the next page of the report, click the NEXT pushbutton.</p> <p>b. To go to the previous page of the report, click the PREV pushbutton.</p> <p>c. To go to the last page of the report, click the LAST pushbutton.</p> <p>d. To go to the first page of the report, click the FIRST pushbutton.</p> <p>e. To go to a specific page of the report, enter the page number and then click the PAGE pushbutton.</p> <p>f. To print the report, click the PRINT pushbutton.</p> <p>g. To send the report to a mail file, click the MAIL pushbutton. This functionality is currently not available.</p> <p>h. To close the report, click the CLOSE pushbutton.</p> <p>i. To open a second report window, click the NEW pushbutton.</p>

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

- 11.14 Printing (Running) the SF-281 Report** This procedure describes the steps necessary to run the PR703 - SF-281 Contract Summary report.

Note: This quarterly report should be run only by designated individuals within the Bureau.

PR703 - Runtime Parameter Form (SF281 Contract Sum)

PR703: Runtime Parameter Form

File Edit Help

Previous Next Run Report Cancel

PR703

SUMMARY CONTRACT ACTION REPORT

Enter values for the parameters below

Destination Preview

Period 19991

Contracting Office Code AA - SIMPLIFIED ACQUISITIONS BR

Draft / Final Flag D

STEP	ACTION
1.	To run the PR703 - SF-281 Contract Summary report, From the Main Menu, select Reports. From the Reports menu, select Procurement. From the Procurement menu, select PR703 - SF-281 Contract Sum .
PR703: Runtime Parameter Form	

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
2.	<p>To select the destination of the report, click the pull down menu in the DESTINATION field and select the appropriate destination:</p> <ul style="list-style-type: none"> a. To view the report on the screen, select Screen . b. To send the report to a specific file, select File . c. To send the report to the printer, select Printer . d. To send the report to a mail file, select Mail . e. To view the report on the screen, select Preview . <p>After selecting the destination, go to Step 3.</p>
3.	<p>To run a report for a specific period of the year, click the pull down menu in the PERIOD field and select the appropriate period.</p> <p>Note: This field defaults to the current period.</p>
4.	<p>To run a report that contains a specific contracting office code, click the pull down menu in the CONTRACTING OFFICE CODE field and select the appropriate contracting office code.</p> <p>Note: This field defaults to the user s contracting office code.</p>
5.	<p>To run the report as a draft, click the pull down menu in the DRAFT/FINAL FLAG field and select D .</p> <p>To run the report in final form, click the pull down menu in the DRAFT/FINAL FLAG field and select F .</p>
6.	<p>Click the RUN REPORT pushbutton to execute the selection made. Proceed to Step 8.</p>

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
7.	<p>Click the CANCEL pushbutton to cancel the report selections made.</p> <p>Note: Upon clicking the CANCEL button the Runtime Parameter Form will close and exit the user to the last active screen.</p>

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION	
	IF...	THEN...
<p>8.</p>	<p>The destination selected is Screen or Preview ...</p> <p>and</p> <p>The RUN REPORT pushbutton is clicked...</p>	<ol style="list-style-type: none"> a. To go to the next page of the report, click the NEXT pushbutton. b. To go to the previous page of the report, click the PREV pushbutton. c. To go to the last page of the report, click the LAST pushbutton. d. To go to the first page of the report, click the FIRST pushbutton. e. To go to a specific page of the report, enter the page number and then click the PAGE pushbutton. f. To print the report, click the PRINT pushbutton. g. To send the report to a mail file, click the MAIL pushbutton. This functionality is currently not available. h. To close the report, click the CLOSE pushbutton. i. To open a second report window, click the NEW pushbutton.

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

- 11.15 Printing (Running) the CD-409 Report** This procedure describes the steps necessary to run the PR702 - CD-409 Contract Action report.

PR702 - Runtime Parameter Form (CD409 Contract Act)

PR702: Runtime Parameter Form

File Edit Help

Previous Next Run Report Cancel

PR-702

INDIVIDUAL CONTRACT ACTION REPORT

Enter values for the parameters below

Destination Preview

Document Number 1205 0 1 AA PO APPROVED

STEP	ACTION
1.	To run the PR702 - CD-409 Contract Action report, From the Main Menu, select Reports. From the Reports menu, select Procurement. From the Procurement menu, select PR702 - CD-409 Contract Act .
PR702: Runtime Parameter Form	

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION
2.	<p>To select the destination of the report, click the pull down menu in the DESTINATION field and select the appropriate destination:</p> <ul style="list-style-type: none">a. To view the report on the screen, select Screen .b. To send the report to a specific file, select File .c. To send the report to the printer, select Printer .d. To send the report to a mail file, select Mail .e. To view the report on the screen, select Preview . <p>After selecting the destination, go to Step 3.</p>
3.	<p>To run a report for a specific document, click the pull down menu in the DOCUMENT field and select the appropriate document.</p> <p>Note: To run a report for all documents, select All .</p>
4.	<p>Click the RUN REPORT pushbutton to execute the selection made. Proceed to Step 6.</p>
5.	<p>Click the CANCEL pushbutton to cancel the report selections made.</p> <p>Note: Upon clicking the CANCEL button the Runtime Parameter Form will close and exit the user to the last active screen.</p>

COMMERCE SMALL PURCHASES SYSTEM (CSPS)
PROCUREMENT DESK PROCEDURES

STEP	ACTION	
	IF...	THEN...
<p>6.</p>	<p>The destination selected is Screen or Preview ...</p> <p>and</p> <p>The RUN REPORT pushbutton is clicked...</p>	<ol style="list-style-type: none"> a. To go to the next page of the report, click the NEXT pushbutton. b. To go to the previous page of the report, click the PREV pushbutton. c. To go to the last page of the report, click the LAST pushbutton. d. To go to the first page of the report, click the FIRST pushbutton. e. To go to a specific page of the report, enter the page number and then click the PAGE pushbutton. f. To print the report, click the PRINT pushbutton. g. To send the report to a mail file, click the MAIL pushbutton. This functionality is currently not available. h. To close the report, click the CLOSE pushbutton. i. To open a second report window, click the NEW pushbutton.